

VICE-CHAIRMAN
MARTY COOKE
BOARD MEETING PACKET
04-15-13



002

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
APRIL 15, 2013
6:30 P.M.**

I. Call to Order/ (Closed Session) 6:00 P.M.

I. Call to Order/ (Regular Session) 6:30 P.M.

II. Invocation/Pledge of Allegiance

III. Adjustments/Approval of Agenda

IV. Public Comments

V. Approval of Consent Agenda

A. Minutes

1. **February 27, 2013 Budget Retreat Minutes** pg. 6-7
2. **March 27, 2013 Agenda Meeting Minutes** pg. 8
3. **April 1, 2013 Regular Meeting Minutes** pg. 9-25

B. Tax

1. **December 2012 Motor Vehicle Valuation & Levy** pg. 26-30
2. **Tax Releases for April 2013** pg. 31-40
3. **Property Tax Collection Agreement between Brunswick County and the Town of Calabash** pg. 41-46
4. **Tax Collections Report for March 2013** pg. 47-50

C. Finance pg. 51-54

Health Fund-Immunization Program

Revenues:

Clinic Fees	135126-335006	\$14,000
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Expenditures:

Drugs	135126-423800	\$14,000
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The Health Department requests the budget amendment above to appropriate clinic fee revenue to replenish the Zostavax (shingles) vaccine supply. The Zostavax vaccine continues to be a high demand item due to increased educational efforts warning of the health risks associated with the virus.

Health Fund-Environmental Health Food & Lodging Program

Revenues:

State Revenues Restricted	135182-332000	\$15,415
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Expenditures:

Supplies & Materials	135182-426000	\$2,990
Equipment less than \$500	135182-426100	\$375
Travel-Mileage	135182-431100	\$750
Travel-Subsistence	135182-431200	\$500
Advertising	135182-439100	\$1,000
Contracted Services	135182-439900	\$9,500
Miscellaneous Expense	135182-449900	\$300

The Health Department requests the budget amendment above to appropriate a performance based bonus for Environmental Health Food & Lodging program received from the State of North Carolina in the amount of \$15,415. The funds were distributed as a result of the program's compliance rate for food and lodging inspections.

General Fund-Brunswick County Pretrial Release ProgramRevenues:

Other Permits & Fees	104314-383958	\$22,000
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Expenditures:

Salary & Wages	104314-412100	\$(15,500)
Social Security and Medicare	104314-418100	\$(1,000)
Retirement	104314-418200	\$(2,000)
Health Insurance	104314-418300	\$(7,000)
Rent of Equipment	104314-441400	\$47,500

The Pretrial Release Coordinator requests the budget amendment above to appropriate fee revenue earnings in excess of the amounts budgeted and the use lapsed salaries due to a program vacancy for appropriation for rent of equipment to monitor offenders.

Grant Fund-2011 Urgent Repair ProgramRevenues:

Investment Earnings	238186-383100	\$26
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Expenditures:

Construction	238186-464002	\$26
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The budget amendment above is to appropriate investment earnings earned on revenue in the 2011 Urgent Repair grant so that the grant can be closed.

County of Brunswick, North Carolina
Brunswick County Grant Fund

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Grant Fund:

2011 Urgent Repair Program:

Revenues:

Federal Revenues	\$75,000
Investment Earnings	\$26
Transfer from General Fund	<u>\$15,000</u>
Total 2011 Urgent Repair Program Revenues	\$90,026

Expenditures:

Advertising	\$749
Construction	<u>\$89,277</u>
Total 2011 Urgent Repair Program Expenditures	\$90,026

Section 2. This Capital Project Ordinance shall be entered into the minutes of the April 15, 2013 meeting of the Brunswick County Board of Commissioners.

D. DSS – Proposed Contract Amendment for Legal Services with Jess, Isenberg & Thompson pg. 55-57
Staff requests approving amendment to the Legal Services Contract with Jess, Isenberg and Thompson.

E. Sheriff's Office – Proposed Surplus Patrol Car to the Bald Head Island Police Department pg. 58-60
Staff requests approving the transfer of a 2003 Crown Victoria to the Village of Bald Head Island.

F. Cooperative Extension – 2012 Brunswick County Voluntary Agricultural District Annual Report pg. 61-74
Staff request approving the 2012 Voluntary Agricultural District Annual Report as presented.

VI. Presentation
1. **Brunswick County Literacy Month Proclamation (Matt Ernst)** pg. 75
2. **Sexual Assault Activism Month Proclamation (Deanna Stoker & Jude Knisely)** pg. 76

VII. Administrative Report
1. **BSRI – Discussion of Location for the Proposed Leland Senior Center (Jim Fish)** pg. 77-78
Staff recommends receiving information from Brunswick Senior Resources Inc. regarding location of the Proposed Leland Senior Center.

2. **BSRI - Bids for Renovations of the New Shallotte Senior Center and Administration Offices (Jim Fish)** pg. 79-89
Staff recommends Approving Proposal/Bid of Complete Remodeling Inc. for renovations to the Shallotte Senior Center.

3. **Utilities – Proposed Final Adjusting Change Order No. 1 with Carmichael Construction Company, Inc. on the Oak Island Water Reconnection Project (Jerry Pierce)** pg. 90-95
Staff recommends approving Final Adjusting Change Order to the Contract of Carmichael Construction Company Inc.
 4. **Finance – Financial Report for March 2013 (Ann Hardy)** pg. 96-98
Staff recommends receiving March 2013 Financial Report as information.
 5. **Administration – Proposed Food Services Agreement (Steve Stone)** pg. 99-112
Staff recommends approving the Termination of the Current Food Services Agreement with Aramark, Inc. effective May 18, 2013 and authorize the County Manager to sign a Letter of Intent to engage Trinity Services Group, Inc. to provide Detention, Senior and Retail Food Services.
 6. **Human Resources-Pay Grade Proposal (Debbie Barnes)** pg. 113-114
- VIII. Board Appointments**
1. **Planning Board-(1 at-large and 1 alternate appointment)** pg. 115
 2. **Brunswick-Columbus International Park Inc. (1 at-large appointment)**..... pg. 116
- IX. County Attorney's Report**
- X. Other Business/Informal Discussion**
- XI. Adjournment**

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
BUDGET RETREAT
FEBRUARY 27, 2013
8:00 A.M.**

The Brunswick County Board of Commissioners held a Budget Retreat on the above date at 8:00 a.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.

PRESENT: Commissioner Phil Norris, Chairman
Commissioner Marty Cooke, Vice-Chairman
Commissioner Pat Sykes
Commissioner Scott Phillips
Commissioner Frank Williams

STAFF: Marty K. Lawing, County Manager
Steve Stone, Assistant County Manager
Huey Marshall, County Attorney
Bryan Batton, Assistant County Attorney
Debby Gore, Clerk to the Board
Ann Hardy, Fiscal Operations Director
Andrea White, Administrative Assistant

I. CALL TO ORDER

Chairman Norris called the meeting to order at 8:02 a.m.

(Attached to these Minutes is an item called Board Action containing all items on this agenda, including handouts and those items are incorporated herein.)

The Board reviewed Goals and Objectives from Public Utilities, Clerk to the Board, finance, Library, Building Inspections, Engineering, Tax Administration/Revenue Collection, Cooperative Extension, Emergency Services, MIS/GIS, Human Services, Public Housing, Board of Elections, Veterans Services, Register of Deeds, Brunswick Senior Resources, Inc., Brunswick County Resource Center, Sheriff's Office, Parks and Recreation, Planning Department, Operation Services, Code Enforcement, Soil & Water Conservation, County Attorney's Office, and Administration.

No action was taken during the day but the Board reached consensus to direct staff to move forward with a replacement vehicle in Emergency Services and allow use of a county vehicle for the County Resource Center Director.

Debbie Barnes, Human Resources Officer, presented a handout of an updated Final Solution from Evergreen Solutions to be presented tomorrow.

The Chairman closed the meeting at 5:23 p.m.

Phil Norris, Chairman

Deborah (Debby) Gore, NCCCC
Clerk to the Board

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
AGENDA MEETING
MARCH 27, 2013
8:00 A.M.**

The Brunswick County Board of Commissioners held an Agenda Meeting on the above date at 8:00 a.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.

PRESENT: Commissioner Phil Norris, Chairman
Commissioner Marty Cooke, Vice-Chairman
Commissioner Pat Sykes
Commissioner Frank Williams

STAFF: Marty K. Lawing, County Manager
Steve Stone, Assistant County Manager
Huey Marshall, County Attorney
Bryan Batton, Assistant County Attorney
Debby Gore, Clerk to the Board
Ann Hardy, Fiscal Operations Director

I. CALL TO ORDER

Chairman Norris called the meeting to order at 8:02 a.m.

Staff discussed proposed items for the upcoming April 1, 2013 Regular Meeting with Board members.

At 8:44 a.m. Commissioner Williams moved to enter Closed Session pursuant to NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee. The vote of approval was unanimous. (4 ayes)

At 9:04 a.m. the Chairman called the meeting back to order and the Attorney announced that no action was taken in Closed Session.

Commissioner Sykes moved to name Ann Hardy as Special Assistant to the County Manager until his departure at which time an Interim Manager will be named. The vote of approval was unanimous. (4 ayes)

II. ADJOURNMENT

Chairman Norris closed the meeting at 9:05 a.m.

Phil Norris, Chairman

Deborah (Debby) Gore, NCCCC
Clerk to the Board

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
APRIL 1, 2013
6:00 P.M.**

The Brunswick County Board of Commissioners met in Regular Session on the above date at 6:00 p.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.

PRESENT: Commissioner Phil Norris, Chairman
Commissioner J. Martin Cooke, Vice-Chairman
Commissioner Pat Sykes
Commissioner Scott Phillips
Commissioner Frank Williams

STAFF: Marty K. Lawing, County Manager
Steve Stone, Assistant County Manager
Bryan Batton, Assistant County Attorney
Debby Gore, Clerk to the Board
Ann Hardy, Fiscal Operations Director

1st Sgt. Richard Long

ABSENT: Huey Marshall, County Attorney

I. CALL TO ORDER

Chairman Norris called the meeting to order at 6:30 p.m.

(Attached to these Minutes is an item called Board Action containing all items on this agenda and those items are incorporated herein.)

II. INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Sykes gave the Invocation and led the Pledge of Allegiance.

III. ADJUSTMENTS/APPROVAL OF AGENDA

Chairman Norris asked if there were any adjustments to the agenda. There were no adjustments to the agenda.

Commissioner Williams moved to approve the agenda. The vote of approval was unanimous.

IV. PUBLIC COMMENTS

Chairman Norris asked if there was anyone in the audience who wished to speak regarding any item on the agenda or any matter that was not included in the agenda. The following citizens addressed the Board:

1. Alan Lewis, spoke on behalf of the Jerry Lewis family thanking the Board for naming the Utility Operations Center in honor of his father and thanked the Board for supporting local businesses.

V. APPROVAL OF CONSENT AGENDA

Commissioner Phillips moved to approve the Consent Agenda. The vote of approval was unanimous. The following items were approved:

A. Minutes

1. **March 13, 2013 Agenda Meeting Minutes**
2. **March 18, 2013 Regular Meeting Minutes**

B. Tax

C. Finance

Application Public School Building Capital Fund ADM (Corporate Tax) Fund

Attached is an application for the school system to use the remaining balance of \$3,018.61 held by the State in the Public School Building Capital Fund ADM (Corporate Tax) Fund for technology projects as outlined in the local schools technology plan for Brunswick County Schools: Twenty First Century. The request was made by Freyja Cahill, Finance Officer of Brunswick County Schools. There is concern that the funds may be taken from the State if they are not requested and drawn. Ms. Cahill will request the Board of Education to approve the application at their next scheduled meeting.

General Fund-Sheriff's Office

Revenues:

Concealed Weapons Permits	104310-334810	\$30,761
Miscellaneous Revenue – DARE Camp	104310-383306	\$5,607

Expenditures:

Concealed Weapons Permits	104310-466500	\$30,761
Special Program Materials- DARE Camp	104310-423109	\$5,607

The Sheriff requests the budget amendment above to appropriate DARE Camp Revenue for use in the camps that begin next month and to appropriate Concealed Weapons Permits Fees for required State remittances associated with the weapons permits. There is a 50% fee for each permit that must be paid to the State.

Wastewater-Debt Service

Revenues:

NEWWTP- Navassa Debt Reimbursement	629100-383296	\$(24,035)
NEWWTP- Leland Debt Reimbursement	629100-383297	\$(164,111)
NEWWTP- Northwest Debt	629100-383298	\$(27,695)

Reimbursement

NEWWTP-H2GO Debt Reimbursement	629100-383299	\$(97,371)
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Expenditures:

Principal-2012c Enterprise	629100-471061	\$(281,081)
Principal-2012C Interest	629100-472061	\$(72,819)
Principal-2012B Interest	629100-472060	\$3,522
Contingency	629100-499100	\$37,166

The budget amendment above is to reduce wastewater debt service revenue from participants, debt service payments to bond holders and place the excess in a contingency account in the sewer fund. The reduction is due to financings completed after the FY 13 budget that resulted in savings to the county and participants.

Airports Capital Projects FundRevenues:

36237.45.10.4 Grant Revenue	438157-332099	\$2,359
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Expenditures:

36237.45.10.4 Grant Expenditures	438157-449809	\$2,359
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The budget amendment above is to appropriate additional federal grant funding for the Cape Fear Regional Airport Land Acquisition Project. The funds will be used to reimburse the county for project funds advanced.

County of Brunswick, North Carolina
Brunswick County Airport Capital Project Fund

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Capital Project Fund:

Airport Capital Project Fund:Revenues:

36237.45.13.2	\$3,975,000
36244.58.4.1	\$62,000
36237.45.10.2	\$513,265
36237.45.10.3	\$409,235
36237.45.10.1	\$150,000
36244.58.5.1	\$2,701,000

36237.45.11.1	\$288,721
36244.58.6.1	\$3,000,000
36237.45.10.4	\$172,359
36237.45.13.1	\$224,887
36244.58.7.1	\$85,000
Transfer from County Capital Reserve	<u>\$2,216,459</u>
Total Airport Capital Project Fund Revenues	\$13,797,926

Expenditures:

36237.45.13.2	\$3,975,000
36244.58.4.1	\$62,000
36237.45.10.2	\$618,720
36237.45.10.3	\$409,235
36237.45.10.1	\$150,000
36244.58.5.1	\$2,763,964
36237.45.11.1	\$288,721
36244.58.6.1	\$3,000,000
36237.45.10.4	\$172,359
36237.45.13.1	\$224,887
36244.58.7.1	\$85,000
Miscellaneous Expense	\$219,855
Land	<u>\$1,828,185</u>
Total Airport Capital Project Fund Expenditures	\$13,797,926

Section 2. This Capital Project Ordinance shall be entered into the minutes of the April 1, 2013 meeting of the Brunswick County Board of Commissioners.

Airports Capital Projects Fund

Revenues:

Transfer from General Fund	438157-398110	\$(439,354)
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Expenditures:

Miscellaneous Expense	438157-449900	\$(123,041)
Land	438157-464011	\$(316,313)

County Capital Reserve Fund

Revenues:

Transfer from General Fund	439801-398110	\$439,354
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Expenditures:

Airport Certification Designated	439801-464254	\$(100,000)
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Undesignated Funds	439801-464299	\$539,354
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The budget amendment above is to transfer \$539,354 of funds designated for the airport that are not anticipated to be needed for the airport to the County Capital Reserve Undesignated Reserve Funds for future appropriation at the discretion of the Board of Commissioners. This action will retain the \$300,000 approved for the airport at the March 18, 2013 commissioner meeting.

**County of Brunswick, North Carolina
Brunswick County Airport Capital Project Fund**

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Capital Project Fund:

Airport Capital Project Fund:

Revenues:

36237.45.13.2	\$3,975,000
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36244.58.4.1	\$62,000
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36237.45.10.2	\$513,265
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36237.45.10.3	\$409,235
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36237.45.10.1	\$150,000
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36244.58.5.1	\$2,701,000
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36237.45.11.1	\$288,721
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36244.58.6.1	\$3,000,000
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36237.45.10.4	\$172,359
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36237.45.13.1	\$224,887
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36244.58.7.1	\$85,000
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Transfer from County Capital Reserve	<u>\$1,777,105</u>
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Total Airport Capital Project Fund Revenues	\$13,358,572
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Expenditures:

36237.45.13.2	\$3,975,000
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36244.58.4.1	\$62,000
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36237.45.10.2	\$618,720
36237.45.10.3	\$409,235
36237.45.10.1	\$150,000
36244.58.5.1	\$2,763,964
36237.45.11.1	\$288,721
36244.58.6.1	\$3,000,000
36237.45.10.4	\$172,359
36237.45.13.1	\$224,887
36244.58.7.1	\$85,000
Miscellaneous Expense	\$96,814
Land	<u>\$1,511,872</u>
Total Airport Capital Project Fund Expenditures	\$13,358,572

Section 2. This Capital Project Ordinance shall be entered into the minutes of the April 1, 2013 meeting of the Brunswick County Board of Commissioners.

D. Operation Services-Bethel Methodist Church Tip Fee Exemption

Staff requests approving Tipping Fee Exemption for Bethel United Methodist Church.

VI. PRESENTATION

1. National Telecommunicators Week April 14-20 2013 (Anthony Marzano)

Vice-Chairman Cooke moved to approve the Proclamation. The vote of approval was unanimous. The Board recognized and voiced appreciation for the dedication of Telecommunicators in our county.

Proclamation

To designate the week of April 14-20, 2013 as
National Telecommunicators Week

Whereas, the Congress of the United States, and the President of the United States have established the second week of April as National Telecommunicator's Week; and

Whereas, as a corps of dedicated Public Safety Telecommunicator's serve the county of Brunswick; and

Whereas, emergencies can occur at anytime requiring Sheriff, police, fire or emergency medical services; and

Whereas, when an emergency occurs the prompt response of law enforcement, firefighters and paramedics is critical to the protection of life and preservation of property; and

Whereas, the safety of our deputy sheriffs, police officers, firefighters and emergency medical services personnel is dependent upon the quality and accuracy of information obtained from citizens who telephone the Brunswick County Communications Center; and

Whereas, public safety dispatchers are the first and most critical contact our citizens have with emergency services; and

Whereas, public safety dispatchers are the single vital link for our law enforcement, fire and emergency medical services personnel by monitoring their activities by radio, providing them information and ensuring their safety; and

Whereas, public safety dispatchers of the Brunswick County Communications Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

Whereas, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their duties in the past year;

Now therefore be it resolved on behalf of the citizens of Brunswick County, NC and adopted this 1st day of April, 2013, by the Brunswick County Manager and County Commissioners that the week of April 14-20, 2013, is recognized as National Communicator's Week.

This is the 1st day of April, 2013.

s/Phil Norris, Chairman
Brunswick County Commissioners

ATTEST:

s/Deborah Gore, NCCCC
Clerk to the Board

VII. PUBLIC HEARING

1. Pursuant to notice duly advertised and posted, the Brunswick County Board of Commissioners conducted Public Hearings in the Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.

**1. Planning – Zoning & Map Amendment Z-13-697 Second Reading & Adoption
(Leslie Bell)**

I. CALL TO ORDER

Chairman Norris called the hearing to order at 6:40 p.m. and announced that the purpose of the hearing was to receive input regarding Proposed Zoning and Map Amendment Z-13-697.

Leslie Bell, Planning Director, explained the following:

Item 1 (Map Amendment Z-697 – L.A. Lewis)

Item 1 is a map amendment initiated by the property owner. This request from C-LD (Commercial Low Density) and R-7500 (Medium Density Residential) to C-LD (Commercial Low Density) would allow for commercial use of the entirety of Tax Parcel 1680002401 located off Ocean Highway W. (US 17) and Quilt Road SW (SR 1203) near Supply, NC.

This rezoning includes approximately 2.09 acres of the total 7.05 acres.

Planning Staff recommends approval from C-LD (Commercial Low Density) and R-7500 (Medium Density Residential) to C-LD (Commercial Low Density) for Tax Parcel 1680002401 located off Ocean Highway W. (US 17) and Quilt Road SW (SR 1203) near Supply, NC.

Planning Board recommends approval from C-LD (Commercial Low Density) and R-7500 (Medium Density Residential) to C-LD (Commercial Low Density) for Tax Parcel 1680002401 located off Ocean Highway W. (US 17) and Quilt Road SW (SR 1203) near Supply, NC [6 to 0 with Dr. James Graham, Jr. and Eric Dunham being absent].

II. PUBLIC COMMENTS

Chairman Norris asked if there were any members of the audience who wished to address the Board regarding the proposed amendment. The following citizens addressed the Board:

1. Louie Lewis, asked the Board to support approval of the proposed rezoning.

2. Jim Bradshaw, Economic Development Director, provided a handout indicating that only .2 mile is affected on the adjoining parcels of the proposed rezoning.

III. ADJOURN

Commissioner Williams moved to close the hearing at 6:43 p.m. The vote of approval was unanimous.

Commissioner Phillips moved to approve Second Reading and Adoption of Zoning and Map Amendment Z-13-697 as it is consistent with the Brunswick County CAMA Land Use Plan is reasonable and in the public interest as it corrects a split zoning issue. The vote of approval was unanimous.

2. Planning – Unified Development Ordinance Text Amendment UDO-13-01

I. CALL TO ORDER

Chairman Norris called the hearing to order at 6:44 p.m. and announced that the purpose of the hearing was to receive input regarding Proposed UDO Text Amendment UDO-13-01.

Leslie Bell, Planning Director, explained the following:

Item 1

Amend Article 4, Zoning Districts, Section 4.13.8., Certification and Qualification of Farmland, to replace the certification of soils requirement that the property must be managed in accordance with the Natural Resources Conservation Service's defined erosion-control practices if highly erodible lands exist on the property.

Planning Staff recommends approval.

Planning Board recommends approval [6 to 0 with Dr. James Graham, Jr. and Eric Dunham being absent].

II. PUBLIC COMMENTS

Chairman Norris asked if there were any members of the audience who wished to address the Board regarding the proposed amendment. There were no comments from the audience.

III. ADJOURN

Commissioner Phillips moved to close the hearing at 6:45 p.m. The vote of approval was unanimous.

Commissioner Phillips moved to approve Second Reading and Adoption of the Unified Development Ordinance, Text Amendment UDO-13-01. The vote of approval was unanimous.

3. Public Utilities – Brunswick County's Sewer Use Ordinance Amendments (Jerry Pierce)

I. CALL TO ORDER

Chairman Norris called the hearing to order at 6:46 p.m. and announced that the purpose of the hearing was to receive input regarding Proposed Amendments to the Brunswick County Sewer Use Ordinance.

Jerry Pierce, Utility Operations Director, explained that the North Carolina Department of Environment and Natural Resources (NC DENR) has conducted an extensive review of Brunswick County's Wastewater Pretreatment Program and Sewer Use Ordinance. The NC DENR staff submitted a list of recommended changes to the Sewer Use Ordinance to make it in conformance with the current NC DENR and Environmental Protection Agency (EPA) Regulations.

A number of editorial changes have been made throughout the Sewer Use Ordinance such as changing the name of the person responsible for administering the program from Public Owned Treatment Works Operator to Public Utilities Director. The major change in the document is change in the hearing process for appeals of administrative decisions such as fines made by the Pretreatment Coordinator. The new appeals process calls for the Director of Public Utilities to hold a hearing and make a decision on the appeal of the fines levied by the Pretreatment Coordinator. The permit holder would then have the right to appeal the decision of the Public Utilities Director to the Board of Commissioners. After ruling by the Board of Commissioners, all subsequent appeals would be through the court system.

II. PUBLIC COMMENTS

Chairman Norris asked if there were any members of the audience who wished to address the Board regarding the proposed amendment. There were no comments from the audience.

III. ADJOURN

Vice-Chairman Cooke moved to close the hearing at 6:48 p.m. The vote of approval was unanimous.

Vice-Chairman Cooke moved to Adopt the Sewer Use Ordinance Amendments. The vote of approval was unanimous.

VIII. ADMINISTRATIVE REPORT

1. Planning – Proposed Unified Development Ordinance Text Amendment UDO-13-02 First Reading & Set Public Hearing (Leslie Bell)

Staff recommends scheduling Public Hearing on Unified Development Ordinance Text Amendment UDO-13-02 for May 6, 2013 at 6:30 p.m.

Leslie Bell, Planning Director, explained the following:

Item 1

Amend Article 8, Subdivision Standards, Section 8.9.4, F.2., Multiple Types of Terminal Access Streets, to consider options for reducing cul-de-sac radius requirements and adjusting the cul-de-sac throat requirements.

Planning Staff recommends approval.

Planning Board recommends approval [6 to 0 with Eric Dunham and Cynthia Henry being absent].

Members Present: Alan Lewis, Bobby Long, Steve Candler, Dr. James Graham, Jr., Denny Jordan, and Troy Price

Members Absent: Eric Dunham and Cynthia Henry

Commissioner Williams moved to approve First Reading and schedule a Public Hearing on May 6, 2013 at 6:30 p.m. The vote of approval was unanimous.

2 Planning – Proposed Unified Development Ordinance Text Amendment UDO-13-03 First Reading & Set Public Hearing (Leslie Bell)

Staff recommends scheduling Public Hearing on Unified Development Ordinance Text Amendment UDO-13-03 for May 6, 2013 at 6:30 p.m.

Leslie Bell, Planning Director, explained the following:

Item 1

Amend Article 4, Zoning Districts, Section 4.12.5., Corridor Development Standards CDS-1 and CDS-2 Overlay Districts, to consider options for either 1) eliminating, or 2) making no changes, or 3) revising standards for non-residential, multi-family, and mobile home park developments located in the CDS-1 and CDS-2 Overlay Districts.

Planning Staff recommends approval.

Planning Board recommends approval [6 to 0 with Eric Dunham and Cynthia Henry being absent].

Members Present: Alan Lewis, Bobby Long, Steve Candler, Dr. James Graham, Jr., Denny Jordan, and Troy Price

Members Absent: Eric Dunham and Cynthia Henry

Commissioner Phillips moved to approve First Reading and schedule a Public hearing on May 6, 2013 at 6:30 p.m. The vote of approval was unanimous.

3. Public Utilities – Proposed Wellhead Protection Plan (Jerry Pierce)

Staff recommends approving the Proposed Wellhead Protection Plan for Brunswick County and Authorize the Director of Public Utilities to Implement the Plan.

Jerry Pierce, Utility Operations Director, explained that the North Carolina Department of Environment and Natural Resources (NC DENR) requires water plants that use groundwater as their primary source for raw water to develop and implement a Wellhead Protection Program. The NC Rural Water Association has drafted a Wellhead Protection Plan for Brunswick County and has drafted a number of these plans for local governments throughout the state. This service is included as a part of membership in the association. As a result, the study was performed at no additional cost to the county.

In the Wellhead Protection Plan the threat from outside sources was evaluated for each well that supplies water to the NC 211 Water Treatment Plant. The Wellhead Protection Plan includes several recommendations related to the regulation and location of underground storage tanks near wells, location of landfills and hazardous materials storage near wells, and use of agricultural chemicals near wells. The county is responsible for providing information to property owners in the area of the wells outlining the potential issues that may impact the wells and steps to resolve any current or future issues.

The county was required to advertise the availability of the Wellhead Protection Plan and allow public comment for a thirty-day period. A notice was published in The Brunswick Beacon and The State Port Pilot. The county received no comments during the thirty-day period.

Commissioner Phillips moved to approve the Proposed Wellhead Protection Plan for Brunswick County and Authorize the Director of Public Utilities to Implement the Plan. The vote of approval was unanimous.

4. Finance – Proposed Agreement for Funding the Brunswick Connector (Ann Hardy)

Staff recommends approving an Appropriation for the Brunswick Connector in FY 2013-2014 Annual Budget and Decline Proposed Multi-Year Funding Agreement as Drafted.

Ann Hardy, Fiscal Operations Director, explained the following:

Background Information

In 2004, due to urging from Commissioner Sue, Laney Wilson used contingency funds from the Transportation Advisory Council of the MPO to establish a Brunswick bus transit route. In 2008, the City of Wilmington felt the route should be self-supporting and worked with Brunswick commissioners to establish a formula for municipal and county contributions. Recently, Belville opted out of the consortium and stopped funding the route. The route was revised with input from the Towns of Leland and Navassa to provide for stops within Brunswick County that are favorable to Brunswick County businesses.

Current Situation

WAVE transit officials requested a meeting of the members of the Brunswick consortium. Claudia Bray of Navassa, David Hollis of Leland and I attended the meeting last week. Officials of WAVE expressed their desire for a long-term funding agreement to support 25% of the operating costs of the route and provide 10% of the capital costs every 3rd year. The meeting was followed with WAVE officials sending the attached letter and a draft agreement for consideration. WAVE officials expressed that time is of the essence and the need for a tentative answer by the first of April.

The Towns of Leland and Navassa expressed their desire to keep the route and a pledge of future support. The County, Navassa, and Leland provided more funding in FY 13 to maintain the route when Belville opted out. Leland is planning to include \$50,000 in their budget this year. In 2012, Belville provided \$5,239, Navassa \$7,123, Leland \$18,791 and Brunswick County at \$9,492.

The 2013 Funding was as follows:

	2013	%
Brunswick	\$ 13,890	18.94%
Leland	49,465	67.43%
Navassa	10,000	13.63%
	<u>\$ 73,355</u>	<u>100.00%</u>

WAVE officials estimate that the Brunswick Consortium's share of costs, after all grants and fares, in FY 14 will total \$91,875 as outlined in item 2. of the attached draft agreement. That represents a 25.25% increase over the FY 13 levels. A main component of the increase is the

desire to include all overhead costs in calculating the Brunswick connector route cost so that there is no subsidy by New Hanover County or the City of Wilmington. Alternate 1 below calculates each Brunswick participant's cost based on increasing the 2014 costs by the 25.25% overall cost increase from FY 13.

	2013	%	2014 Request with % Increase Requested Distributed Evenly	ALTERNATE 1 % of Total	\$ increase
Brunswick	\$ 13,890	18.94%	17,397	19%	3,507
Leland	49,465	67.43%	61,953	67%	12,488
Navassa	10,000	13.63%	12,525	14%	2,525
	<u>\$ 73,355</u>	<u>100.00%</u>	<u>91,875</u>	<u>100%</u>	<u>18,520</u>

Alternate 2 below includes Leland at \$50,000 as planned in their budget, increases Navassa by 25.25% for the % increase requested with the county providing the remaining funding up to the amount requested.

	2013	%	Leland at \$50,000 and Navassa % increase requested with County to provide balance	ALTERNATE 2 % of Total	\$ increase
Brunswick	\$ 13,890	18.94%	29,350	31.95%	15,460
Leland	49,465	67.43%	50,000	54.42%	535
Navassa	10,000	13.63%	12,525	13.63%	2,525
	<u>\$ 73,355</u>	<u>100.00%</u>	<u>91,875</u>	<u>100.00%</u>	<u>18,520</u>

There was some discussion that Brunswick County's support should be a similar percentage to the amount provided by New Hanover County as compared to the City of Wilmington. In 2012, New Hanover County provided 11% of the City of Wilmington and in 2013 New Hanover County provided 20% of the City of Wilmington. WAVE officials anticipate that in 2014 New Hanover County will provide 39% of the amount provided by the City of Wilmington.

A second component of the draft agreement is to charge the Brunswick consortium \$13,500 of capital assistance in FY 2014. WAVE estimates the life of the bus to be 3 years and desires that the participants provide a capital charge not covered by grant funds every third year. Below are estimates of each participant's share of the capital cost under the 2 alternates.

	Estimate of Capital Cost ALTERNATE 1	Estimate of Capital Cost ALTERNATE 2
Brunswick	2,556	4,313
Leland	9,103	7,347
Navassa	1,840	1,840
	<u>13,500</u>	<u>13,500</u>

The draft agreement begins on 7/1/2013 and continues thru 6/30/2016 with renewal annually until 6/30/2020 but may be terminated with 90 days written notice. Each participant is jointly and severally liable for the entire agreement.

Recommendation

Staff requests that the Board provide guidance to staff as to offering a tentative answer to the Authority and the towns.

Commissioner Williams moved to approve an appropriation (Alternate 2) for the Brunswick Connector in FY 2013-2014 Annual Budget and Decline the Proposed Multi-Year Funding Agreement as Drafted until a response is received from Cape Fear Transit Authority. The vote of approval was unanimous.

5. EMS- 911 Expansion Stewart Cooper Newell Contract (Anthony Marzano)

Staff recommends approving Architectural and Engineering Services Proposal of Stewart Cooper Newell Architects for the Design of the Emergency Communications Center Expansion Project.

Anthony Marzano, EMS Director, explained that in 2012, Emergency Services received approval to apply for a grant through the NC 911 Board to construct a new facility adjacent to the existing emergency services center which would house the new consolidated 911 center and related functions. Brunswick County was awarded a no-match grant of \$2.1 million for construction.

A request for qualifications was published in November 2012 with four firms submitting responses to the request. A project management committee was convened and reviewed the submissions, examined qualifications, checked references, and conducted site visits of projects and an interview meeting with Stewart Cooper Newell (SCN) principals at their offices in Gastonia.

The negotiated project scope and fee proposal submitted by SCN totals \$200,000 for professional services, plus the cost of certain reimbursable expenses.

The Chairman cautioned against any proposed change orders that would increase the total amount approved and urged staff to stay on top of this.

Commissioner Cooke moved to approve the Engineering Services Proposal of Stewart Cooper, Newell Architects for the Emergency Communication Center Expansion Project. The vote of approval was unanimous.

6. Admin-Proposed State Highway Patrol Agreement (Marty Lawing)

Staff recommends approving Lease Agreement between the County of Brunswick and the State of North Carolina.

Marty Lawing, County Manager, explained that approximately 350 square feet of office space on the first floor of the courthouse became available after the relocation of the office of Congressman Mike McIntyre. Jim McCallum, Clerk of Court reviewed requests from several parties interested in occupying the space and recommended that the space would be suitable and meet the needs of the North Carolina Highway Patrol. The Highway Patrol has occupied a small mobile unit at the Brunswick County Government Center for many years.

The North Carolina Department of Public Safety property management division has presented a lease agreement outlining the terms and conditions under which the office space will be used by the Highway Patrol. Under the proposed terms of the lease, the county would provide approximately 350 square feet of office space on the first floor of the courthouse for \$1.00 per year for a period of three (3) years. Included in the lease are all utilities except telephone, parking spaces and janitorial services. During the term of the lease either party may terminate the lease with a 60 day written notice. It is understood by the Department of Public Safety that the need for the space for court related purposes may require notice of termination prior to the end of the initial term.

Commissioner Cooke moved to approve the Lease Agreement between the County of Brunswick and the State of North Carolina for Office Space in the Brunswick County Courthouse for the North Carolina Highway Patrol. The vote of approval was unanimous.

7. Administration-National County Government Week Proclamation (Marty Lawing)

Staff recommends approving Resolution Proclaiming April 2013 as National County Government Month.

Marty Lawing, County Manager, explained that the National Association of Counties has sponsored and promoted the annual celebration of National County Government Month since 1991 to raise public awareness and understanding about the various services provided to the community.

The theme for 2013 is "Smart Justice: Creating Safer Communities". Events can be planned around the justice theme or other county services. Brunswick County has participated in National County Government Month in prior years and offered open house and tours of county facilities. A group of Department Directors have volunteered to organize promote and coordinate county government month activities and the Board was provided a schedule of events. The costs to provide activities for NCGM are minimal, if any and can easily be absorbed into participating department budgets.

Commissioner Williams moved to approve the Proclamation. The vote of approval was unanimous.

**NATIONAL COUNTY GOVERNMENT MONTH - APRIL 2013
"SMART JUSTICE: CREATING SAFER COMMUNITIES"**

WHEREAS, the nation's 3,069 counties provide a variety of essential public services to communities serving more than 300 million Americans; and

WHEREAS, Brunswick County and all counties take pride in their responsibility to protect and enhance the health, welfare and safety of its residents in sensible and cost-effective ways; and

WHEREAS, county governments are often the entity providing both direct and indirect services to enhance the lives residents and are responsible for maintaining public safety and the efficient use of local tax dollars; and

WHEREAS, currently more than 13 million individuals are booked into county jails each year and more than 700,000 individuals are booked into state and federal prisons; and

WHEREAS, National Association of Counties President Chris Rodgers is encouraging counties to promote effective community corrections programs across the country through his 2012-13 "Smart Justice" presidential initiative; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to actively promote their own programs and services to the public they serve;

WHEREAS, Brunswick County will be developing activities to promote the "Smart Justice: Creating Safer Communities" theme and to enhance public awareness about its many programs and services.

NOW, THEREFORE, BE IT RESOLVED THAT the Brunswick County Board of Commissioners does hereby proclaim April 2013 as National County Government Month and encourages all county officials, employees, schools and residents to participate in county government celebration activities.

Adopted this 1st day of April, 2013.

s/Phil Norris, Chairman
Brunswick County Commissioners

Attest:

s/Deborah S. (Debby) Gore
Clerk to the Board

8. Administration – Resolution of the Brunswick County Board of Commissioners Requesting the Return of Brunswick County to the Wilmington Metropolitan Statistical Area (Marty Lawing)

Staff recommends approving Resolution Requesting the Return of Brunswick County to the Wilmington Metropolitan Statistical Area.

Marty Lawing, County Manager, explained that due to the results of the 2010 Decennial Census, realignments have been made to the Metropolitan Statistical Areas in the United States. Brunswick County has historically been included in the Wilmington MSA and was changed in February 2013 to be included the Myrtle Beach MSA. Economic development and elected officials in southeastern North Carolina are concerned about the potential negative impact on how the region is viewed by development prospects. The proposed resolution requests that the U.S. Office of Management and Budget return Brunswick County to the Wilmington MSA.

The U.S. Office of Management and Budget delineates metropolitan or micropolitan statistical areas according to published standards that are applied to Census Bureau data. The general concept of a micropolitan statistical area is that of a core area containing a substantial population nucleus, together with adjacent communities having a high degree of economic and social integration with that core.

The Office of Management and Budget fact sheet makes a statement regarding MSA's that they recognize that a number of agencies use MSA's for nonstatistical programmatic applications, but OMB delineates the areas for statistical purposes only and the OMB does not attempt to anticipate or take into account any non-statistical uses that may be made of the delineations, nor will OMB modify the delineations to meet the requirements of any nonstatistical program.

Commissioner Williams moved to approve the Resolution Requesting the Return of Brunswick County to the Wilmington Metropolitan Statistical Area and to share the Resolution with our legislators and municipalities. The vote of approval was unanimous.

**RESOLUTION OF THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS REQUESTING
THE RETURN OF BRUNSWICK COUNTY TO THE WILMINGTON METROPOLITAN
STATISTICAL AREA**

WHEREAS, the United States Census Bureau has completed the 2010 Decennial Census and has reported population, demographic and income figures for all counties, municipalities and Metropolitan Statistical Areas in the country, and

WHEREAS, based on population growth patterns in the southeastern North Carolina and northeastern South Carolina between 2000 and 2010, the U.S. Office of Management and Budget recently announced the realignment of the nation's metropolitan areas, and

WHEREAS, one of the realignments included removing Brunswick County from the Wilmington Metropolitan Statistical Area and placing it in the Myrtle Beach Metropolitan Statistical Area, and

WHEREAS, while MSA's crossing state boundaries is not unprecedented, the change could have a major adverse impact on the way southeastern North Carolina is viewed by economic development prospects and investors, and

WHEREAS, in past census reports, commuting patterns were among the primary reasons a community was recognized to be part of a particular MSA; and

WHEREAS, commuting patterns demonstrate that the vast majority of Brunswick County residents commute to New Hanover County and other North Carolina counties, not to South Carolina; and

WHEREAS, area Chambers of Commerce, Economic Development Agencies and elected officials that represent jurisdictions in southeastern North Carolina believe this new affiliation will not only negatively impact Brunswick County's development efforts, but those of the other counties in the Wilmington MSA, namely Pender County and New Hanover; and

WHEREAS, Brunswick County has a regional focus on economic development and that focus and affiliation and marketing strategy has been aligned with the Wilmington MSA for many years; and

WHEREAS, it is the strong desire of Brunswick County to remain in the Wilmington MSA;

NOW THEREFORE BE IT RESOLVED THAT; the Brunswick County Board of Commissioners do hereby strongly request that the U.S. Office of Management and Budget revise its recent metropolitan area alignment by returning Brunswick County, North Carolina to the Wilmington Metropolitan Statistical Area immediately.

Adopted this the 1st day of April, 2013.

s/Phil Norris, Chairman

Brunswick County Commissioners

Attest:

s/Deborah S. (Debby) Gore, NCCCC

Clerk to the Board

IX. BOARD APPOINTMENTS

1. Marine Fisheries Board (District 2 appointments)

Commissioner Cooke nominated and moved to approve the appointment of Jackie Varnam. The vote of approval was unanimous. Ms. Varnam was appointed to fill an unexpired term that will expire on August 1, 2014.

2. Nursing Home & Adult Care Home Community Advisory Committee (At-Large appt)

Chairman Norris nominated and moved to approve the appointment of Sheila Umbricht. The vote of approval was unanimous. Ms. Umbricht will fill the at-large appointment of Jane Ivey (resigned) that will expire on July 1, 2014.

X. COUNTY ATTORNEY'S REPORT

There were no items to discuss.

XI. OTHER BUSINESS/INFORMAL DISCUSSION

There was no other business to discuss.

XII. ADJOURNMENT

Commissioner Phillips moved to adjourn the Regular Meeting at 7:31 p.m. The vote of approval was unanimous.

Phil Norris, Chairman

Deborah (Debby) Gore, NCCCC
Clerk to the Board



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
2012

028

TO: Marty K. Lawing, County Manager
FROM: Kenneth D Perry, Tax Administrator
Ext. # 2797

ACTION ITEM #: V-B-1
MEETING DATE: 04/15/13
DATE SUBMITTED: 04/05/13

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☐ NO

Approval of December 2012 Motor Vehicle Valuation & Levy

BACKGROUND/PURPOSE OF REQUEST:

To accept value and charge the tax collector with the levy as specified for each tax jurisdiction.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED: ☐ YES ☒ NO
CAPITAL PROJECT/GRANT ORDINANCE REQUIRED: ☐ YES ☒ NO
PRE-AUDIT CERTIFICATION REQUIRED: ☐ YES ☒ NO
REVIEWED BY DIRECTOR OF FISCAL OPERATIONS ☐ YES ☒ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY COUNTY ATTORNEY: ☐ YES ☐ NO ☒ N/A

ADVISORY BOARD RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

Approve December 2012 Motor Vehicle Valuation and Levy as presented.

ATTACHMENTS:

1. December 2012 Motor Vehicle Valuation & Levy
2. December 2012 Motor Vehicle Discovery Valuation & Levy
3. _____

ACTION OF THE BOARD OF COMMISSIONERS

APPROVED:

☐

DENIED:

☐

DEFERRED

UNTIL:

ATTEST:

CLERK TO THE BOARD

SIGNATURE

OTHER:



028

County of Brunswick
OFFICE OF THE TAX ADMINISTRATOR
PO Box 269, BOLIVIA, NC 28422
www.brunasco.net

Kenneth D Perry
Tax Administrator
Email: kperry@brunasco.net

Telephone 910.253.2797
Fax: 910.253.2835

MEMORANDUM

TO: Brunswick County Board of Commissioners

FROM: Kenneth D Perry, Tax Administrator

DATE: April 5, 2013

SUBJECT: December 2012 Motor Vehicle Valuation & Levy

Attached please find the December 2012 Department of Motor Vehicle renewal report and the subsequent valuation and levy effective April 1, 2013 for motor vehicles in Brunswick County and related municipalities and Doshier Hospital District.

Also attached is the write-off scroll for December 2012.

Please accept these valuations and charge the county tax collector with the levy as specified for each taxing jurisdiction per said attachment.

Thank you and if you have any questions, please contact me at your convenience.

cc: Ann Hardy, Director of Fiscal Operations

Dec-12

DMV BILLING

3/19/2012

#	Unit Names	Tax Amt	Appr Value	Spec Eq Val	# Bills	Rate
25	BELVILLE	778.45	1,139,700		125	0.0683
20	BOILING SPRING LAKES	5,258.62	3,093,243		385	0.1700
23	BOLIVIA	30.10	60,170		7	0.0500
19	CALABASH	770.63	880,635		113	0.0875
18	CAROLINA SHORES	2,465.35	2,426,479		222	0.1016
16	CASWELL BEACH	593.83	349,290		29	0.1700
13	HOLDEN BEACH	1,041.61	820,130		72	0.1270
31	LELAND	15,465.24	10,208,017		927	0.1515
14	OAK ISLAND	13,462.04	4,894,994		573	0.2750
24	NAVASSA	783.59	391,794		57	0.2000
28	NORTHWEST	499.03	237,620		39	0.2100
12	OCEAN ISLE BEACH	1,349.66	1,038,169		85	0.1300
26	SANDY CREEK	371.59	123,862		24	0.3000
22	SHALLOTTE	6,854.35	1,958,260		195	0.3500
21	SOUTHPORT	5,938.96	2,418,119		232	0.2456
11	SUNSET BEACH	3,714.49	3,537,529		287	0.1050
27	VARNA MTOWN	143.66	287,110		44	0.0500
17	VILLAGE OF BHI	53.84	9,110		3	0.5910
29	ST JAMES	2,225.58	4,449,830		281	0.0500
	BRUNSWICK COUNTY	346,905.02	78,396,376		7,865	0.4425
30	DOSHER HOSPITAL	4,375.89	10,939,960		1,169	0.0400
	Total all Cities	61,800.62	38,324,061	-	3,700	
	Total all Units	413,081.53	127,660,397	-	12,734	

Dec-12

DMV BILLING - LESS THANS TOTAL

3/19/2012

#	Unit Names	Tax Amt	Appr Value	Spec Eq Val	# Bills	Rate
25	BELVILLE	3.16	4,640		13	0.0683
20	BOILING SPRING LAKES	19.26	11,330		31	0.1700
23	BOLIVIA	0.16	320		1	0.0500
19	CALABASH	4.10	4,650		11	0.0875
18	CAROLINA SHORES	3.83	3,780		9	0.1016
16	CASWELL BEACH	0.68	400		2	0.1700
13	HOLDEN BEACH	1.52	1,200		8	0.1270
31	LELAND	33.74	22,290		52	0.1515
14	OAK ISLAND	37.36	13,544		47	0.2750
24	NAVASSA	6.80	3,399		7	0.2000
28	NORTHWEST	3.01	1,430		2	0.2100
12	OCEAN ISLE BEACH	5.04	3,869		11	0.1300
26	SANDY CREEK	1.80	600		2	0.3000
22	SHALLOTTE	6.83	1,950		8	0.3500
21	SOUTHPORT	13.37	5,442		15	0.2456
11	SUNSET BEACH	4.54	4,300		12	0.1050
27	VARNA MTOWN	1.20	2,400		6	0.0500
17	VILLAGE OF BHI	-	-		0	0.5910
29	ST JAMES	1.18	2,340		6	0.0500
	BRUNSWICK COUNTY	1,899.78	429,319		841	0.4425
30	DOSHER HOSPITAL	15.53	38,866		109	0.0400
	Total all Cities	147.58	87,884	-	243	
	Total all Units	2,062.89	556,069	-	1,193	

March Levy

DMV Monthly Discovery

4/1/2013

#	Unit Names	Tax Amt	Appr Value	Spec Eq Val	# Bills	Rate
25	BELVILLE	17.89	26,194		2	0.0683
20	BOILING SPRING LAKES	76.39	46,246		9	0.1700
23	BOLIVIA	-	-		-	0.0500
19	CALABASH	10.01	11,438		3	0.0875
18	CAROLINA SHORES	7.31	7,200		2	0.1016
16	CASWELL BEACH	-	-		-	0.1700
13	HOLDEN BEACH	11.44	10,292		5	0.1270
31	LELAND	66.50	44,395		8	0.1515
14	OAK ISLAND	23.36	8,493		1	0.2750
24	NAVASSA	18.87	9,435		6	0.2000
28	NORTHWEST	9.51	4,530		1	0.2100
12	OCEAN ISLE BEACH	-	-		-	0.1300
26	SANDY CREEK	-	-		-	0.3000
22	SHALLOTTE	-	-		-	0.3500
21	SOUTHPORT	-	-		-	0.2456
11	SUNSET BEACH	4.47	4,260		1	0.1050
27	VARNA MTOWN	0.84	1,672		1	0.0500
17	VILLAGE OF BHI	-	-		-	0.5910
29	ST JAMES	-	-		-	0.0500
	BRUNSWICK COUNTY	1,918.19	455,847		95	0.4425
30	DOSHER HOSPITAL	5.07	12,663		2	0.0400
	Total all Cities	246.59	174,155	-	39	
	Total all Units	2,169.85	642,665	-	136	

March Levy

DMV Discovery - LESS THANS TOTAL

4/1/2013

#	Unit Names	Tax Amt	Appr Value	Spec Eq Val	# Bills	Rate
25	BELVILLE	-	-		-	0.0683
20	BOILING SPRING LAKES	-	-		-	0.1700
23	BOLIVIA	-	-		-	0.0500
19	CALABASH	-	-		-	0.0875
18	CAROLINA SHORES	-	-		-	0.1016
16	CASWELL BEACH	-	-		-	0.1700
13	HOLDEN BEACH	-	-		-	0.1270
31	LELAND	-	-		-	0.1515
14	OAK ISLAND	-	-		-	0.2750
24	NAVASSA	-	-		-	0.2000
28	NORTHWEST	-	-		-	0.2100
12	OCEAN ISLE BEACH	-	-		-	0.1300
26	SANDY CREEK	-	-		-	0.3000
22	SHALLOTTE	-	-		-	0.3500
21	SOUTHPORT	-	-		-	0.2456
11	SUNSET BEACH	-	-		-	0.1050
27	VARNA MTOWN	-	-		-	0.0500
17	VILLAGE OF BHI	-	-		-	0.5910
29	ST JAMES	-	-		-	0.0500
	BRUNSWICK COUNTY	22.26	6,886		9	0.4425
30	DOSHER HOSPITAL	-	-		-	0.0400
	Total all Cities	-	-	-	-	
	Total all Units	22.26	6,886	-	9	



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
2012

001

TO: Marty K. Lawing, County Manager
FROM: Kenneth D Perry, Tax Administrator
Ext. # 2797

ACTION ITEM #: V-B-2
MEETING DATE: 4/15/13
DATE SUBMITTED: 4/05/13

ISSUE/ACTION REQUESTED:

Tax Releases for April 2013

PUBLIC HEARING: ☐ YES ☒ NO

BACKGROUND/PURPOSE OF REQUEST:

Approval of tax releases for April 2013

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES ☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☐ YES ☒ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY COUNTY ATTORNEY:

☐ YES ☐ NO ☒ N/A

ADVISORY BOARD RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

Approve Tax Releases for April 2013 as presented.

ATTACHMENTS:

1. Tax Releases for April 2013
 2. Motor Vehicle Releases for April 2013
 3. Fire Fee Releases for April 2013 (for information only)
-

ACTION OF THE BOARD OF COMMISSIONERS

APPROVED:

☐

DENIED:

☐

DEFERRED

UNTIL:

ATTEST:

CLERK TO THE BOARD

SIGNATURE

OTHER:

Tax Releases for April 2013

PERSONAL RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
038179	4/3/2013	RAY GEORGE LEWIS	446257 (2012)	92146257	SOUTHPORT	NULL	SMITHVILLE	\$5.58-C \$0.50-SM \$3.09-SP	\$1,260.00	Quality Adjustment
038180	4/3/2013	BOWEN LARRY KEITH	440672 (2012)	92140672		NULL	SHALLOTTE	\$5.69-C	\$1,285.00	Adjusted Per Purchase Price
038181	4/3/2013	GEDDIE WILBERT HAROLD	442662 (2012)	92142662	OAK ISLAND	NULL	SMITHVILLE	\$127.00-C \$11.48-SM	\$28,700.00	Adjusted Per Purchase Price
038182	4/3/2013	SKILLICORN DALE	446932 (2012)	92146932	SOUTHPORT	NULL	SMITHVILLE	\$45.37-C \$4.10-SM \$25.18-SP	\$10,254.00	Adjusted Per Purchase Price
038183	4/3/2013	MCBURNEY MARK	444964 (2012)	92144964	SOUTHPORT	NULL	SMITHVILLE	\$163.73-C \$14.80-SM \$90.87-SP	\$37,000.00	Adjusted Per Purchase Price
038184	4/3/2013	PHIPPS DEANNA	301292 (2012)	64387146		244FA031	SHALLOTTE	\$9.85-C \$0.99-LL	\$2,225.00	Duplicate Listing
038185	4/3/2013	PHIPPS DEANNA	301291 (2012)	64387146		244FA031	SHALLOTTE	\$10.37-C \$2.07-LL	\$2,343.00	Duplicate Listing
038186	4/3/2013	PHIPPS DEANNA	301290 (2012)	64387146		244FA031	SHALLOTTE	\$7.52-C \$2.26-LL	\$2,467.00	Duplicate Listing
038187	4/3/2013	PHIPPS DEANNA	301289 (2012)	64387146		244FA031	SHALLOTTE	\$7.92-C \$3.17-LL	\$2,597.00	Duplicate Listing
038188	4/3/2013	PHIPPS DEANNA	301288 (2012)	64387146		244FA031	SHALLOTTE	\$8.34-C \$4.17-LL	\$2,734.00	Duplicate Listing
038189	4/3/2013	PHIPPS DEANNA	301287 (2012)	64387146		244FA031	SHALLOTTE	\$8.78-C \$5.27-LL	\$2,878.00	Duplicate Listing
038190	4/3/2013	MACALUSO CHARLES	444776 (2012)	92144776	ST JAMES	NULL	LOCKWOOD FOLLY	\$857.12-C \$96.85-SJ	\$193,700.00	Quality Adjustment

Tax Releases for April 2013

PERSONAL RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
038191	4/3/2013	CAPE FEAR MARINE INC	441122 (2012)	92141122	SOUTHPORT	NULL	SMITHVILLE	\$575.25-C \$52.00-SM \$319.28-SP	\$130,000.00	Listed with Business Personal Property
038192	4/3/2013	CAPE FEAR MARINE INC	441121 (2012)	92141121	SOUTHPORT	NULL	SMITHVILLE	\$186.74-C \$103.64-SM \$16.88-SP	\$42,200.00	Listed with Business Personal Property
038193	4/4/2013	GORE ROBERT L	442777 (2012)	921442777		NULL	SHALLOTTE	\$25.03-C \$2.73-LL	\$5,656.00	Quality Adjustment
038194	4/4/2013	BROADWATER FARMS INC	440822 (2012)	92140822	ST JAMES	NULL	TOWN CREEK	\$5.00-SJ	\$10,000.00	Not Within City Limits
038195	4/4/2013	HEWETT SR DANNY	443292 (2012)	92143292		NULL	WACCAMAW	\$221.25-C	\$50,000.00	Listed with Business Personal Property
038196	4/4/2013	CHEEK LAWRENCE	441303 (2012)	92141303		NULL	SHALLOTTE	\$184.74-C	\$41,750.00	Duplicate Listing
038197	4/4/2013	WEISNER LARRY F	448024 (2012)	92148024	SOUTHPORT	NULL	SMITHVILLE	\$2975.94-C \$269.01-SM \$1651.73-SP	\$672,529.00	Adjusted Per Purchase Price
038198	4/4/2013	HUGHES HAROLD HENRY JR	443675 (2012)	92143675	ST JAMES	NULL	LOCKWOOD FOLLY	\$1.94-SJ	\$3,880.00	Not Within City Limits
038220	4/5/2013	DEMOS JOHN N	300808 (2012)	21301930		0680001701	TOWN CREEK	\$6.81-C	\$1,539.00	Elderly Exemption

Tax Releases for April 2013

REAL RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
038199	4/4/2013	ROUPAS THEODORE G ET DOLORES E ENGE	108131 (2012)	54360630	HOLDEN BEACH	232NC053	LOCKWOOD FOLLY	\$159.30-C	\$36,000.00	PTC Settlement
038200	4/4/2013	ROUPAS THEODORE G ET DOLORES E ENGE	108129 (2012)	54360630	HOLDEN BEACH	232MC031	LOCKWOOD FOLLY	\$113.90-C	\$25,740.00	PTC Settlement
038201	4/4/2013	ROUPAS THEODORE G ET DOLORES E ENGE	108130 (2012)	54360630	HOLDEN BEACH	232NC052	LOCKWOOD FOLLY	\$199.13-C	\$45,000.00	PTC Settlement
038202	4/4/2013	LANO CHARLES F ETUX JUDITH C	072017 (2012)	63408820	SUNSET BEACH	263BA009	SHALLOTTE	\$219.04-C \$51.98-SB	\$49,500.00	PTC Settlement
038203	4/4/2013	LANO CHARLES F ETUX JUDITH C	071921 (2011)	6340882-0	SUNSET BEACH	263BA009	SHALLOTTE	\$219.04-C \$51.98-SB	\$49,500.00	PTC Settlement
038204	4/4/2013	STAAB THOMAS R II ETUX LANDRA G	119884 (2012)	65143560	SUNSET BEACH	255OE008	SHALLOTTE	\$107.39-C \$25.48-SB	\$24,270.00	PTC Settlement
038205	4/4/2013	IVEY TILLMAN JR	063119 (2012)	11335270		0230001207	NORTHWEST	\$223.64-C	\$50,540.00	Did Not Own January 1
038206	4/4/2013	RUSHER E ALAN	108789 (2012)	23575531		03900016	TOWN CREEK	\$1254.49-C	\$283,500.00	PTC Settlement
038207	4/4/2013	MILLIKEN DANIEL CRAIG ETUX LHONDA M	086240 (2012)	53717830		18400043	LOCKWOOD FOLLY	\$351.65-C	\$79,470.00	Clerical Error/DE Error
038208	4/4/2013	MILLIKEN DANIEL CRAIG ETUX LHONDA M	086097 (2011)	5371783-0		18400043	LOCKWOOD FOLLY	\$351.65-C	\$79,470.00	Clerical Error/DE Error
038209	4/4/2013	MILLIKEN DANIEL CRAIG ETUX LHONDA M	085902 (2010)	5371783-0		18400043	LOCKWOOD FOLLY	\$348.71-C	\$114,330.00	Clerical Error/DE Error
038210	4/4/2013	MILLIKEN DANIEL CRAIG ETUX LHONDA M	085260 (2009)	5371783-0		18400043	LOCKWOOD FOLLY	\$348.71-C	\$114,330.00	Clerical Error/DE Error
038211	4/4/2013	SHELLEY JAMES T (LT)	118325 (2008)	5425744-0		18400043	LOCKWOOD FOLLY	\$348.71-C	\$114,330.00	Clerical Error/DE Error

Tax Releases for April 2013

REAL RELEASES

Release Number	Release Date	Tax Payer Name	Bill Number (Year)	Account Number	City	Parcel Number	Township	Amount Released	Value Released	Release Reason
038217	4/5/2013	MOFFETT RITA P	087187 (2012)	64070070	SHALLOTTE	197EA014	SHALLOTTE	\$24.78-C \$19.60-SHA	\$5,600.00	Mapping Correction
038219	4/5/2013	DEMOS JOHN N	033353 (2012)	21301930		0680001701	TOWN CREEK	\$83.42-C	\$18,852.00	Elderly Exemption
038221	4/5/2013	BOLING PHILIP ETALS	011657 (2012)	32193390	OAK ISLAND	233LA001	SMITHVILLE	\$81.02-C \$7.32-SM	\$18,310.00	Exempt
038222	4/5/2013	BOLING PHILIP ETALS	011637 (2011)	3219339-0	OAK ISLAND	233LA001	SMITHVILLE	\$69.92-C \$6.32-SM	\$15,800.00	Exempt
038223	4/5/2013	BOLING W D AND ROY	012284 (2010)	3219337-0	OAK ISLAND	233LA001	SMITHVILLE	\$96.38-C \$7.11-SM	\$31,600.00	Exempt

Release Category Codes

Release Code Release Type

BHI	BALD HEAD ISLAND
BEL	BELVILLE
BSL	BOILING SPRING LAKES
BOL	BOLIVIA
CAL	CALABASH
CS	CAROLINA SHORES
CAS	CASWELL BEACH
C	COUNTY
HB	HOLDEN BEACH
INT	INTEREST
LSM	LATE LIST SMITHVILLE
LELLL	LELAND LATE LIST
LBLL	LONG BEACH LATE LIST
NAVLL	NAVASSA LATE LIST
NWLL	NORTHWEST LATE LIST
OILL	OAK ISLAND LATE LIST
OIBLL	OCEAN ISLE BEACH LATE LIST
SC	SANDY CREEK

Release Code Release Type

BHILL	BALH HEAD ISLAND LATE LIST
BELLL	BELVILLE LATE LIST
BSLLL	BOILING SPRING LAKES LATE LIST
BOLLL	BOLIVIA LATE LIST
CALLL	CALABASH LATE LIST
CSLL	CAROLINA SHORES LATE LIST
CASLL	CASWELL BEACH LATE LIST
FF	FIRE FEE
HBLL	HOLDEN BEACH LATE LIST
LL	LATE LIST PENALTY
LEL	LELAND
LB	LONG BEACH
NAV	NAVASSA
NW	NORTHWEST
OI	OAK ISLAND
OIB	OCEAN ISLE BEACH
SAD25	SAD 25
SCLL	SANDY CREEK LATE LIST

Release Category Codes

Release Code	Release Type
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SBSD	SE BRUNSWICK SAN DIST
SHALL	SHALLOTTE LATE LIST
SP	SOUTHPORT
SAD	SPECIAL ASSESSMENT DISTRICT
SJLL	ST JAMES LATE LIST
SBLL	SUNSET BEACH LATE LIST
VAR	VARNAMTOWN
YP	YAUPON BEACH

Release Code	Release Type
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SHA	SHALLOTTE
SM	SMITHVILLE HOSPITAL
SPLL	SOUTHPORT LATE LIST
SJ	ST JAMES
SB	SUNSET BEACH
T	TOTAL TAX
VARLL	VARNAMTOWN LATE LIST
YPLLL	YAUPON BEACH LAST LIST

Motor Vehicle Tax Releases for April 2013

Page 1 of 2

Release Number	Date	Name	Bill Number (Year)	Batch Number	City Code	Township	Amount Released	Value Released	Reason For Release
V01838	03/07/13	Little Jennifer Winchester	11-676197	03-2012	20		5.04-C 1.94-BSL 6.98-T	1,141	TEC value issue
V01839	03/13/13	Mills Tony Lorenza	12-773588	11-2012	31		88.68-C 30.36-LEL 119.04-T	20,040	Tag turned in same month of registration
V01840	03/13/13	Stowe Harold Rudolph	12-771246	11-2012	12		11.46-C 3.37-OIB 14.83-T	2,590	Situs in Gaston County
V01841	03/13/13	Bowers Alvin Day Jr.	12-776410	11-2012	18		94.08-C 21.60-CS 115.68-T	21,260	Tag turned in same month of registration
V01842	03/13/13	Petroccia Carol Ann	12-769444	11-2012	22		27.23-SHA	7,780	Not within city limits
V01843	03/13/13	McGowan Bobby Gene	12-776341	11-2012			6.55	1,480	Adjusted per purchase price
V01844	03/13/13	McCarley Mary Shaver	12-774328	11-2012			13.36	3,020	Tag turned in same month of registration
V01845	03/13/13	Mintz Leeanna Elizabeth	12-775666	11-2012	22		29.02-SHA	8,290	Not within city limits
V01846	03/13/13	Walker Carrie Elizabeth	11-965111	05-2011			11.16	3,660	DMV tagging issue
V01847	03/18/13	Hawkins Charles Milton	12-774887	11-2013	14	Smithville	16.62-C 10.33-OI 1.50-SM 28.45-T	3,755	High mileage/condition
*V01848	03/18/13	Holden David Mitchell	12-765087	10-2012	12		26.75-OIB	20,580	Not within city limits
*V01849	03/18/13	Farmer Robert Murray	12-772388	11-2012	11		26.06-C 6.18-SB 32.24-T	5,890	Tag turned in same month of registration
V01850	03/19/13	Lewis Shirley Ann	12-723286	06-2012	14	Smithville	16.55-C 10.29-OI 1.50-SM 28.34-T	3,740	Tag turned in same month of registration
V01851	03/19/13	Tucker Misa Kelly	12-772632	11-2012			8.92	2,015	High mileage/condition
V01852	03/19/13	Sparkman Danny Randall	12-800435	11-2012			8.61	2,822	Discovered in error

C-County, LL-Late List Penalty, SM-Smithville Hospital, LSM-Late List Smithville, BHI-Bald Head Island, BEL-Belville, BSL-Boiling Spring Lakes, BOL-Bolivia, CAL-Calabash, CS – Carolina Shores, CAS-Caswell Beach, FF-Fire Fee, HB-Holden Beach, INT-Interest, LEL-Leland, LB-Long Beach, NAV-Navassa, NW-Northwest, OI-Oak Island, OIB-Ocean Isle Beach, SAD-Special Assessment District, SJ-St. James, SC-Sandy Creek, SHA-Shallotte, SE Brunswick San. Dist.-SBSD, SP-Southport, SB-Sunset Beach, VAR-Varnamtown, YB-Yaupon Beach, T-Total Tax

*-Release #'s V01848 keyed as V01849 & V01849 keyed as V01850 in Bi-Tek in error.

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Motor Vehicle Tax Releases for April 2013

Page 1 of 2

Release Number	Date	Name	Bill Number (Year)	Batch Number	City Code	Township	Amount Released	Value Released	Reason For Release
V01853	03/19/13	Sparkman Danny Randall	12-800436	11-2012			8.18	2,681	Discovered in error
V01854	03/19/13	Sparkman Danny Randall	12-800437	11-2012			7.77	2,547	Discovered in error
V01855	03/19/13	Sparkman Danny Randall	12-800438	11-2012			7.38	2,420	Discovered in error
V01856	03/19/13	Sparkman Danny Randall	12-800439	11-2012			10.17	2,299	Discovered in error
V01857	03/19/13	Sparkman Danny Randall	12-800440	11-2012			9.66	2,184	Discovered in error
V01858	03/20/13	Defeo Alexander	12-774990	11-2012	11		43.85-C 10.41-SB 54.26-T	9,910	Tag turned in same month as registration
V01859	03/20/13	Rogers Sandra Faye	12-755830	09-2012			28.54	6,450	Tag turned in same month as registration
V01860	03/20/13	Brookshire James Carroll	12-672264	03-2012	14	Smithville	100.98-C 62.76-OI 9.13-SM 172.87-T	22,820	Situs in Watagua County
V01861	03/26/13	Hufham Roger Dale	12-759620	10-2012	28		4.58-C 2.18-NW 6.76-T	1,036	High mileage/condition
V01862	03/26/13	Faircloth William Joseph	12-773430	11-2012	13		24.45-HB	19,250	Not within city limits
V01863	03/26/13	Ward Edward Christopher	12-800538	12-2012			20.62	4,660	Discovered in error
V01864	03/26/13	Ward Edward Christopher	12-800537	12-2012			23.19	5,240	Discovered in error
V01865	03/26/13	Brzezniak Jacqueline	12-745283	08-2012	14	Smithville	9.74-C 6.05-OI .88-SM 16.67-T	2,200	Tag turned in same month as registration
V01866	03/28/13	Teachy Michael Brandon	12-772242	11-2012			57.57	13,010	Situs in Pender County
V01867	04/02/13	Casteen Meghan Bradsher	12-773386	11-2012	20		9.40-C 3.62-BSL 13.02-T	2,125	High mileage/condition
V01868	04/02/13	Prevatte Teresa Norwood	12-773067	11-2012			9,510	42.08	Tag turned in same month as registration

C-County, LL-Late List Penalty, SM-Smithville Hospital, LSM-Late List Smithville, BHI-Bald Head Island, BEL-Belville, BSL-Boiling Spring Lakes, BOL-Bolivia, CAL-Calabash, CS - Carolina Shores, CAS-Caswell Beach, FF-Fire Fee, HB-Holden Beach, INT-Interest, LEL-Leland, LB-Long Beach, NAV-Navassa, NW-Northwest, OI-Oak Island, OIB-Ocean Isle Beach, SAD-Special Assessment District, SJ-St. James, SC-Sandy Creek, SHA-Shallotte, SE Brunswick San. Dist.-SBSD, SP-Southport, SB-Sunset Beach, VAR-Varnamtown, YB-Yaupon Beach, T-Total Tax



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
2013

042

TO: Marty K. Lawing, County Manager

ACTION ITEM #: V-B-3

FROM: Ken Perry
Ext. # 2797

MEETING DATE: April 15, 2013

DATE SUBMITTED: April 4, 2013

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☒ NO

To approve a property tax collection agreement between the County of Brunswick and the Town of Calabash

BACKGROUND/PURPOSE OF REQUEST:

This action formally authorizes the Brunswick County Tax Collector to collect property taxes for the Town of Calabash. Upon approval, GS 105-354 authorizes the County Tax Collector to treat the local government taxes as taxes of the taxing unit, and to use all legal remedies provided for in the North Carolina General Statutes.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES ☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☒ YES ☐ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY COUNTY ATTORNEY:

☒ YES ☐ NO ☐ N/A

ADVISORY BOARD RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

Approve Property Tax Collection Agreement between Brunswick County and the Town of Calabash.

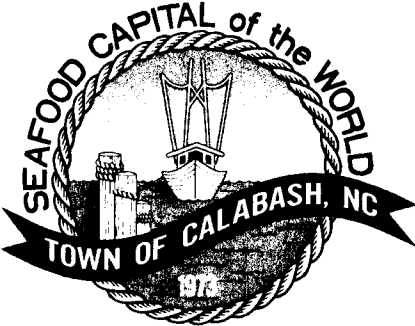
ATTACHMENTS:

1. Letter - Calabash-request for Brunswick County to bill/collect municipal taxes.
2. Property Tax Collection Agreement
- 3.

ACTION OF THE BOARD OF COMMISSIONERS**APPROVED:**☐**ATTEST:****CLERK TO THE BOARD****DENIED:**☐**DEFERRED****UNTIL:**

SIGNATURE

OTHER:



TOWN OF CALABASH, NORTH CAROLINA

Post Office Box 4967 • 882 Persimmon Road • Calabash, NC 28467

Administration: (910) 579-6747 • Building Inspector: (910) 579-0500 • Fax: (910) 579-5494

Web Address: www.townofcalabash.net • Email: towncalabash@atmc.net

February 20, 2013

Ms. Debby Gore
Clerk to the Board
P.O Box 249
Bolivia, NC 28422

RE: Calabash-request for B.C to bill/collect municipal taxes

Dear Ms. Gore,

Could you please place on the next available Agenda of the County Board of Commissioners, action to consider approving an Agreement to be by and between Brunswick County and the Town of Calabash regarding municipal tax billing and collecting? Two (2) original agreements are enclosed. Should the Agreement be approved, as presented, please have both executed, retain one for your records and return one to me.

Thank you for your assistance in this matter, please contact me if you have any questions.

Sincerely,

Kelley Southward
Town Clerk

Enclosures

cc: Ken Perry

STATE OF NORTH CAROLINA
COUNTY OF BRUNSWICK

AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____ by and between the County of Brunswick, a body corporate and politic with its county seat located in Bolivia, North Carolina, Party of the First Part, hereinafter referred to as "County" and the Town of Calabash, a body and corporate and politic situated in Brunswick County, North Carolina, Party of the Second Part hereinafter referred to as "Town".

WITNESSETH

WHEREAS Brunswick County Citizens will enjoy improved customer services from a single source for billing, information and paying property taxes; and,

WHEREAS Town has requested that County bill and collect the ad valorem taxes of Town; and,

WHEREAS, County has agreed to bill and collect the ad valorem taxes of Town as herein set forth;

NOW THEREFORE in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. County shall bill and collect the ad valorem taxes due the Town for the tax year 2013 in conformity with Chapter 105 of the General Statutes of North Carolina.
2. County shall deduct from all sums collected by it, whether in the form of full or partial payment, three-quarters of one percent (0.75%) thereof as a collection fee.

3. County shall remit to Town all remaining sums collected by County on Town's behalf on a monthly basis. In the event a taxpayer makes a payment directly to Town, it must be immediately forwarded to County for proper posting of the taxpayer's account.
4. County shall not undertake foreclosure proceedings independently on Town's behalf, and all such foreclosure actions shall be undertaken in conformity with County's policies regarding the same as adopted from time to time by the Brunswick County Board of Commissioners.
5. Town shall provide County with its tax rate no later than July 1st of each year. Building permits, zoning changes, and all other information and/or documentation required to fulfill the provisions of this Agreement shall be provided to the County monthly.
6. Town will be responsible for the collection of all delinquent taxes for tax years prior to the starting tax year stated in 1 above, unless it is willing and able to provide its delinquent accounts to the County on a form prescribed by the County. Recognizing the improved customer service and efficiency from the inclusion of delinquent taxes in this process, County will make all reasonable efforts to assist the Town in this endeavor.
7. Town shall provide staff resource(s), and may maintain a position with the title of Tax Collector, to assist with delinquent tax collections after January 5th each year. The Town will be responsible for the provision of office space, telephone, long distance calling access, and access to a computer, for the resource(s) assisting with delinquent collections.
8. County shall absorb the costs of collection, including, but not limited to bill and notice printing, postage, advertising, delinquent remedy enforcement, and software maintenance. County will also provide reasonable training and assistance to the Town's delinquent collection resources(s).
9. This agreement will have no effect on any annexation process that the Town implements. The County will collect first year city taxes on all annexations that are effective on July 1st. The Town will bill and collect the first year's prorated taxes for all taxpayers in annexation areas when the annexation is not effective on July 1st.

10. This agreement shall be valid for a period of one (1) year from the date hereof, but shall be automatically renewed thereafter for a period of one year until this Agreement is rescinded by resolution adopted by either the Brunswick County Board of Commissioners or the governing board of Town. Any such termination will be effective as of June 30th of the fiscal year.

IN WITNESS WHEREOF the parties hereto have caused this instrument to be signed by their proper governmental officials pursuant to formal action of their governing boards and properly attested as by law provided.

COUNTY OF BRUNSWICK

(SEAL)

Brunswick County Board of Commissioners

ATTEST:

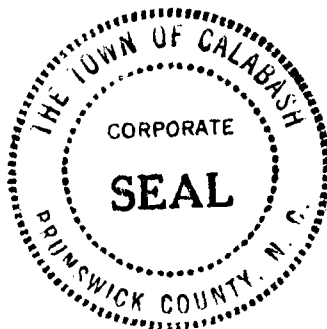
Debby Gore, Clerk to the Board

TOWN OF CALABASH

(SEAL)

Mary Louise Knight
Mary Louise Knight, Mayor

ATTEST:



Kelley E. Southward
Kelley Southward, Town Clerk



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
2013

047

TO: Marty K. Lawing, County Manager

ACTION ITEM #: V-B-4

FROM: Ken Perry
Ext. # 2797

MEETING DATE: May 6, 2013

DATE SUBMITTED: April 8, 2013

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☒ NO

Receive the monthly report of tax collections for FY 2012 – 2013 (Consent Agenda)

BACKGROUND/PURPOSE OF REQUEST:

Report satisfies GS 105-350 (7) – Tax Collector must regularly provide results to the governing body

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES ☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☐ YES ☒ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY COUNTY ATTORNEY:

☐ YES ☐ NO ☒ N/A

ADVISORY BOARD RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

Approve the Tax Collections Report for March as presented.

ATTACHMENTS:

1. Cover letter delivered electronically
 2. Collection Summary Report delivered electronically
 3. _____
-

ACTION OF THE BOARD OF COMMISSIONERS

APPROVED:

☐

DENIED:

☐

DEFERRED

UNTIL:

ATTEST:

CLERK TO THE BOARD

SIGNATURE

OTHER:



049

County of Brunswick
OFFICE OF THE TAX ADMINISTRATOR
PO Box 269, BOLIVIA, NC 28422
www.brunsko.net

Kenneth D Perry
Tax Administrator
Email: kperry@brunsko.net

Telephone 910.253.2797
Fax: 910.253.2835

MEMORANDUM

To: Brunswick County Board of Commissioners

From: Kenneth D. Perry, Collector of Revenue

Date: April 8, 2013

Subject: PRECEDING MONTH'S COLLECTION REPORT OF TAXES

This letter serves as the monthly report of County tax collections per G.S. 105-350 (7). The report is for Fiscal Year 2012-2013 (collections from July 1, 2012 through March 31, 2013).

The property tax collections for the first nine months of the fiscal year are slightly ahead of the same period last year. We remain on track to exceed the budgeted tax collections for the period ending June 30, 2013.

	<u>Mar. '12</u>	<u>Mar. '13</u>	<u>Mar. '12</u>	<u>Mar. '13</u>	<u>Diff</u>
Property Tax Collected	93.11 %	93.45 %	\$ 96.9 M	\$ 97.8 M	\$ 0.9 M
Motor Vehicle Tax Collected	83.78 %	84.06 %	<u>\$ 2.2 M</u>	<u>\$ 2.7 M</u>	<u>\$ 0.5 M</u>
			\$ 99.1 M	\$100.5 M	\$ 1.4 M

In addition to the above, we have collected \$4.2 M of delinquent taxes and \$0.96 M in interest from July 1st through March 31st.

Respectfully submitted,

Kenneth D. Perry

cc: Debby Gore

RUN DATE: 4/2/2013 2:35 PM

COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
Property Tax Report 07/01/2012 to 03/31/2013 Created: Apr 2 2013 11:54AM

C ADVL TAX - BRUNSWICK COUNTY PROPERTY TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-PRINCIPLE	=BALANCE	% COLLECTED
2003	\$63,647,226.21	\$30,183.28	\$0.00	\$63,677,409.49	\$0.00	\$1,657.19	\$26,334.20	99.96
2004	\$69,288,654.36	\$36,889.69	\$0.00	\$69,325,544.05	\$0.00	\$3,464.63	\$35,751.52	99.95
2005	\$73,781,274.72	\$56,979.11	\$0.00	\$73,838,253.83	\$0.00	\$4,929.74	\$53,251.67	99.93
2006	\$78,977,975.22	\$49,667.91	\$0.00	\$79,027,643.13	\$0.00	\$7,021.51	\$75,910.17	99.90
2007	\$93,063,629.47	\$25,806.19	\$0.00	\$93,089,435.66	\$0.00	\$26,550.04	\$143,740.05	99.85
2008	\$98,130,509.56	\$69,948.52	\$0.00	\$98,200,458.08	\$628.64	\$439,268.26	\$480,061.23	99.51
2009	\$99,171,817.43	\$57,196.79	\$0.00	\$99,229,014.22	\$628.64	\$726,158.66	\$1,188,943.67	98.80
2010	\$99,842,350.92	\$27,623.69	\$0.00	\$99,869,974.61	\$234,022.28	\$882,581.47	\$2,230,461.34	97.77
2011	\$104,182,233.42	\$35,218.43	\$0.00	\$104,217,451.85	\$42,333.15	\$1,774,108.23	\$3,309,270.82	96.82
2012	\$104,400,574.18	\$45,342.25	\$322,478.09	\$104,768,394.52	\$111,700.98	\$97,790,724.69	\$6,859,063.98	93.45
TOTAL	\$884,486,245.49	\$434,855.86	\$322,478.09	\$885,243,579.44	\$389,313.69	\$101,656,464.42	\$14,402,788.65	98.37
TOTAL INTEREST COLLECTED				\$888,498.24				

C ADVL TAX - BRUNSWICK COUNTY MOTOR VEHICLE TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-PRINCIPLE	=BALANCE	% COLLECTED
2003	\$3,621,755.19		\$0.00	\$3,621,755.19	\$33.06	\$426.40	\$89,693.11	97.52
2004	\$3,905,545.17		\$0.00	\$3,905,545.17	\$0.00	\$625.16	\$82,675.36	97.88
2005	\$4,453,439.99		\$0.00	\$4,453,439.99	\$0.00	\$979.39	\$100,909.89	97.73
2006	\$4,862,329.02		\$0.00	\$4,862,329.02	\$47.70	\$1,257.01	\$127,125.61	97.39
2007	\$3,695,133.08		\$0.00	\$3,695,133.08	\$0.00	\$1,207.89	\$96,302.07	97.39
2008	\$2,846,429.31		\$0.00	\$2,846,429.31	\$0.00	\$1,524.96	\$68,515.49	97.59
2009	\$2,662,046.50		\$0.00	\$2,662,046.50	\$0.00	\$2,484.55	\$61,181.46	97.70
2010	\$2,677,449.13		\$0.00	\$2,677,449.13	\$0.00	\$10,298.60	\$64,215.75	97.60
2011	\$3,686,811.76		\$0.00	\$3,686,811.76	\$5,439.78	\$353,668.71	\$123,618.35	96.65
2012	\$3,318,240.71		\$8,765.93	\$3,327,006.64	\$30,410.13	\$2,742,679.64	\$530,300.76	84.06
TOTAL	\$35,729,179.86		\$8,765.93	\$35,737,945.79	\$35,930.67	\$3,115,152.31	\$1,344,537.85	96.25
TOTAL INTEREST COLLECTED				\$69,353.43				
GRAND TOTAL	\$920,215,425.35	\$434,855.86	\$331,244.02	\$920,981,525.23	\$425,244.36	\$104,771,616.73	\$15,747,326.50	98.29
GRAND TOTAL INTEREST COLLECTED				\$957,851.67				



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
2013

051

TO: Marty K. Lawing, County Manager

ACTION ITEM #: V-C

FROM: Ann B. Hardy
Ext. # 2060

MEETING DATE: April 15, 2013

DATE SUBMITTED: April 5, 2013

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☐ NO

Fiscal Items for Approval

BACKGROUND/PURPOSE OF REQUEST:

Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature are presented on the consent agenda for approval.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
CAPITAL PROJECT/GRANT ORDINANCE REQUIRED:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
PRE-AUDIT CERTIFICATION REQUIRED:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
REVIEWED BY DIRECTOR OF FISCAL OPERATIONS	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

Health Fund-Immunization Program

Revenues:

Clinic Fees	135126-335006	\$14,000
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Expenditures:

Drugs	135126-423800	\$14,000
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The Health Department requests the budget amendment above to appropriate clinic fee revenue to replenish the Zostavax (shingles) vaccine supply. The Zostavax vaccine continues to be a high demand item due to increased educational efforts warning of the health risks associated with the virus.

Health Fund-Environmental Health Food & Lodging Program

Revenues:

State Revenues Restricted	135182-332000	\$15,415
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Expenditures:

Supplies & Materials	135182-426000	\$2,990
Equipment less than \$500	135182-426100	\$375
Travel-Mileage	135182-431100	\$750
Travel-Subsistence	135182-431200	\$500

Advertising	135182-439100	\$1,000
Contracted Services	135182-439900	\$9,500
Miscellaneous Expense	135182-449900	\$300

The Health Department requests the budget amendment above to appropriate a performance based bonus for Environmental Health Food & Lodging program received from the State of North Carolina in the amount of \$15,415. The funds were distributed as a result of the program's compliance rate for food and lodging inspections.

General Fund-Brunswick County Pretrial Release Program

Revenues:

Other Permits & Fees	104314-383958	\$22,000
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Expenditures:

Salary & Wages	104314-412100	\$(15,500)
Social Security and Medicare	104314-418100	\$(1,000)
Retirement	104314-418200	\$(2,000)
Health Insurance	104314-418300	\$(7,000)
Rent of Equipment	104314-441400	\$47,500

The Pretrial Release Coordinator requests the budget amendment above to appropriate fee revenue earnings in excess of the amounts budgeted and the use lapsed salaries due to a program vacancy for appropriation for rent of equipment to monitor offenders.

Grant Fund-2011 Urgent Repair Program

Revenues:

Investment Earnings	238186-383100	\$26
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Expenditures:

Construction	238186-464002	\$26
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The budget amendment above is to appropriate investment earnings earned on revenue in the 2011 Urgent Repair grant so that the grant can be closed.

County of Brunswick, North Carolina Brunswick County Grant Fund

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Grant Fund:

2011 Urgent Repair Program:

Revenues:

Federal Revenues	\$75,000
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Investment Earnings	\$26
Transfer from General Fund	<u>\$15,000</u>
Total 2011 Urgent Repair Program Revenues	\$90,026
<u>Expenditures:</u>	
Advertising	\$749
Construction	<u>\$89,277</u>
Total 2011 Urgent Repair Program Expenditures	\$90,026

Section 2. This Capital Project Ordinance shall be entered into the minutes of the April 15, 2013 meeting of the Brunswick County Board of Commissioners.

CONTRACTS/AGREEMENTS:**REVIEWED BY COUNTY ATTORNEY:**☐ YES☐ NO☐ N/A

ADVISORY BOARD RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

Approve FY 2012-2013 Budget Amendments and Capital Project Ordinance Amendments as presented.

ATTACHMENTS:

1. _____
 2. _____
 3. _____
-
-

ACTION OF THE BOARD OF COMMISSIONERS

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

DEFERRED

UNTIL:

SIGNATURE

OTHER:



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
2013

055

TO: Marty K. Lawing, County Manager

ACTION ITEM #: V-D

FROM: Catherine Lytch, Director
Ext. # 2113

MEETING DATE: 4/15/13

DATE SUBMITTED: 4/5/13

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☒ NO

The Department of Social Services wishes to amend the maximum contract amount for our legal services.

BACKGROUND/PURPOSE OF REQUEST:

During this fiscal year the Department of Social Services has doubled the number of children in foster care; therefore we have an increased need for the legal services associated with foster care.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☒ YES ☐ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☒ YES ☐ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY COUNTY ATTORNEY:

☒ YES ☐ NO ☐ N/A

ADVISORY BOARD RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

Approve Amendment to the Contract with Jess, Isenberg and Thompson.

ATTACHMENTS:

1. Amendment for Jess, Isenberg and Thompson Contract.
2. _____
3. _____

ACTION OF THE BOARD OF COMMISSIONERS

APPROVED:

☐

DENIED:

☐

DEFERRED

UNTIL:

ATTEST:

CLERK TO THE BOARD

SIGNATURE

OTHER:

Contract Amendment
Brunswick County Department of Social Services

057

Fiscal Year Begins 7/1 Ends 6/30

Amendment # 1

SECTION I

Agency: Brunswick County Department of Social Services _____
Program: Legal Services for Child Support and Children's Services _____
Effective Period of the Contract: 7/1/12 – 6/30/13 _____

This Contract Amendment amends the contract between the Brunswick County Department of Social Services (the "County") and Jess, Iserberg and Thompson (the "Contractor"). As provided for under the terms of the contract, The County and Contractor agree to amend the provision(s) indicated in Section II below.

SECTION II

The contract maximum is being increased from \$80,000 to \$89,000. During the fiscal year 2012-2013 we have doubled the Number of children in foster care; therefore we have doubled the amount of legal services needed. Based on billing patterns so far this fiscal year we anticipate exceeding the initial contract amount.

SECTION III

All other terms and conditions set forth in the original contract shall remain in effect for the duration of the contract. The contract specified above is amended by this Contract Amendment effective _____.

Contractor

County

By: Elva Jess
Title: Partner
Date: _____

by: Phil Norris
Title: Chairman, Board of Commissioners
Date: _____

This agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Attest:

County: _____
Title: _____

Signature: _____
Date: _____



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
2013

TO: Marty K. Lawing, County Manager

ACTION ITEM #: V-E

FROM: Charles W. Miller, Chief Deputy
Ext. # 2752

MEETING DATE: 04/15/13

DATE SUBMITTED: 04/01/13

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☐ NO

Surplus a Crown Victoria and give it to Bald Head Island Police Department.

BACKGROUND/PURPOSE OF REQUEST:

Bald Head Police Chief Caroline Mitchell contacted the Sheriff's Office requesting a surplus Patrol Car to use for transport of inmates to Bolivia from Bald Head Island Ferry Terminal. Currently if there is a transport the Sheriff's Office sends a car to pick up the person and transport to Bolivia. The vehicle we propose to surplus is 2003 Crown Victoria with 203,990 miles, SD080, Permanent Tag 40500S, VIN 2FAFP71W53X142227. Estimated value of the vehicle is \$500.00. All Sheriff's Office markings will be removed prior to delivery to Bald Head Police. We will leave some equipment on the vehicle that we currently cannot use and is NO value to the Sheriff's Office. By giving this vehicle to Bald Head Island Police it will help the Sheriff's Office by not having to perform transports for them.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES ☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☐ YES ☒ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY COUNTY ATTORNEY:

☐ YES ☐ NO ☒ N/A

ADVISORY BOARD RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

Approve the Transfer of a 2003 Crown Victoria to the Village of Bald Head Island.

ATTACHMENTS:

1. Bald Head Island letter of request.

2. _____

3.

ACTION OF THE BOARD OF COMMISSIONERS

APPROVED:

☐

DENIED:

☐

DEFERRED

UNTIL:

ATTEST:

CLERK TO THE BOARD

SIGNATURE

OTHER:



Village of Bald Head Island Department of Public Safety

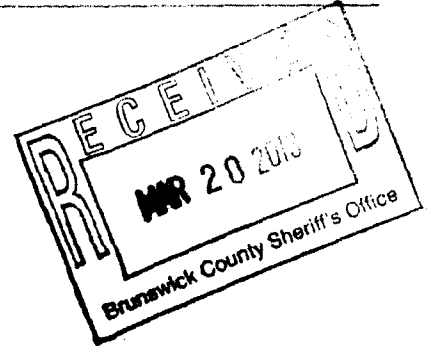
POLICE • FIRE • MEDICAL

Director Caroline Mitchell



March 12, 2013

Sheriff John Ingram, V.
Brunswick County Sheriff's Office
PO Box 9
Bolivia, NC 28422



Dear Sheriff Ingram:

Our department is reviewing policies and procedures for our law enforcement officers during an arrest. We are interested in obtaining a patrol vehicle that is being decommissioned from your fleet. We could keep this patrol vehicle on the mainland in Deep Point Marina that would allow our officers to complete the transport process of detainees. Additionally, we would be interested in obtaining a surplus cage for this vehicle since our purpose is to be outfitted for law enforcement matters and psychiatric transports. Please let us know if your agency would be able to assist us with this upcoming change or if you need any additional information from us. Thank you for your consideration. I look forward to meeting you and working with you and your agency in the future.

Respectfully,

Caroline Mitchell, Ph.D.
Director of Public Safety



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
2013

061

TO: Marty K. Lawing, County Manager

ACTION ITEM #: V-F

FROM: Mark Blevins
Ext. # 2584

MEETING DATE: 4/15/13

DATE SUBMITTED: 4/9/13

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☒ NO

Please consider approving the 2012 VAD Annual Report as part of the consent agenda.

BACKGROUND/PURPOSE OF REQUEST:

Staff recommends approving the Brunswick County Voluntary Agricultural District 2012 Annual Report which includes our response to major legislative changes and 70 new acres in the program.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES ☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☐ YES ☒ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY COUNTY ATTORNEY:

☐ YES ☒ NO ☐ N/A

ADVISORY BOARD RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

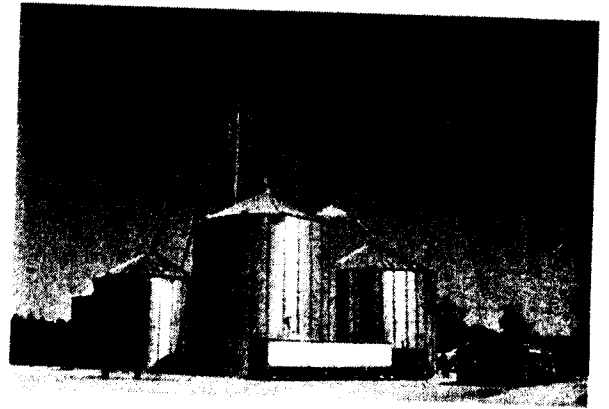
Approve the 2012 Voluntary Agricultural District Annual Report as presented.

ATTACHMENTS:

1. 2012 Volunatry Agricultural District Annual Report
2. _____
3. _____

ACTION OF THE BOARD OF COMMISSIONERS**APPROVED:**☐**ATTEST:****CLERK TO THE BOARD****DENIED:**☐**DEFERRED****UNTIL:**

SIGNATURE**OTHER:**



Brunswick County Voluntary Agricultural District 2012 Annual Report

"Our Best for You in Brunswick"



Program Update in a Glance

During 2012, the Voluntary Agriculture District increased 2% in total participants, expanded by 70 acres, and increased 1% in total farms. The program outlook for 2013 is promising. Revised program definitions, certifications, and qualifications open the program to both smaller and diverse farm operations that would not have qualified prior to April 2012.

Changes to the definition of a Bona Fide farm and to program qualifications made by the State Legislature prompted revisions to the VAD membership application, the program checklist and the marketing brochure. The Agricultural Board drafted a revised version of the local ordinance in response to changes in HB406 and the enactment of S.L. 2011-219 Session 2011.

In April 2012, the County Commissioners approved revisions to amend certification & qualification of farmland in the VAD program and to update the definition of a Bona Fide farm.

A four-page newsletter was sent to 183 farms in the spring to inform members of the UDO changes, to update them on Soil and Water Conservation District programs, and to update them on NC Forest Service land development programs.

Two Agricultural Board members, Chip Carroll and Jody Clemmons, agreed to serve another three year term. The program is honored to have dedicated board members that have made the Brunswick County VAD a success.

Brunswick County Voluntary Agricultural District

Recognizing the importance of agriculture to the economic and cultural life of the state, the North Carolina General Assembly authorized counties to establish programs to encourage farmland preservation. This statutory authority is found in Chapter 106, Article 61 of the North Carolina General Statutes. Thus the Brunswick County Board of Commissioners in regular session September 17, 2001, enacted an ordinance to establish a Voluntary Agricultural District program to encourage the preservation and protection of farmland from non-farm development.

The Brunswick County Voluntary Agricultural District is governed by an Agricultural Board composed of five members approved by the Board of County Commissioners. The County Extension Director, the County Soil and Water Conservation District Director, and a Planner with the Planning Department serve as ex-officio members of the Agricultural Board. The Board is responsible for approving membership applications.

To be classified as "farmland" under this program:

- The farm must contain a minimum of three acres and not located in a planned development; unless the development was originally designed to accommodate agriculture.
- The property must be engaged in agriculture and defined as a Bona Fide Farm.
- The property must be certified by NRCS in consultation with NCCES and the FSA.
- The property is a subject of a conservation agreement that prohibits non-farm use or development.
- The property must be located in the unincorporated area of Brunswick County or in a municipality where the county is authorized to exercise the authority.

The benefits of participating in the Voluntary Agricultural District:

- To increase the identity, awareness and pride in the agricultural community.
- Protection from nuisance law suits.

- Protection from infrastructure development. Participants will not be required to connect to the county water or sewer system or be assessed charges until the farm is connected to water and sewer services.

Brunswick County Voluntary Agricultural District

There is a one-time fee to join the Voluntary Agricultural District Program. This fee will cover a portion of the sign cost which designates a farm's membership and the charges involved in filing the document with the Brunswick County Register of Deeds Office. Additional expenses for participating in the program are provided by Brunswick County Government. Participation in the program is voluntary. The normal term for the agreement is ten years; however, participants can revoke the agreement at any time by notifying the Agricultural Board in writing. To withdraw from the program there is a fee to cover the cost of filing expenses with the Brunswick County Register of Deeds.

The VAD program helps farmers demonstrate that they intend to continue their productive activities and their land, with the enthusiastic support of local government.

Accomplishments in 2012:

- The Voluntary Agriculture District increased 2% in total participants, increased .25% in total acres, and increased 1% in total farms.

	2011	2012	% Change
New applications approved	12	2	
Total participants	187	190	+2%
Total acres in program	27,171	27,241	+.25%
Total farms in program	181	183	+1%

- Held quarterly Agricultural Board meetings. Approximately 60 volunteer hours were contributed on behalf of the Board.
- Held the Tenth Annual Membership Dinner Meeting on September 21, 2012, at the Cooperative Extension Office in Bolivia, NC. Jordan Miller, a USDA Wildlife Specialist explained the services he can provide to help local farmers.

067

2013 GOALS AND OBJECTIVES
BRUNSWICK COUNTY
VOLUNTARY AGRICULTURAL DISTRICT

Goal

To encourage the preservation and protection of farmland from non-farm development.

Objectives

- Collaborate with targeted municipalities that have farms within their ETJ's.
- Continue marketing outreach efforts:
 1. Host the Eleventh Annual Membership meeting in the fall.
 2. Target hunting preserves, beekeepers association, commercial horticulture and row crop producers for membership.
 3. Serve as a representative voice for the agricultural community by staying informed and attending public meetings.
 4. Promote the agricultural district program during farm-related organizational meetings.
 5. Present annual report to the Board of Commissioners and Planning Board.
 6. Publish a membership newsletter (spring and fall issues).
 7. Seek positive media opportunities in the region.
 8. Coordinate with regional agricultural public relations representatives.
- Attend educational meetings and updates as appropriate and needed.

BRUNSWICK COUNTY VOLUNTARY AGRICULTURAL DISTRICT BOARD

<u>Name/Address/Telephone</u>	<u>Appointment Date</u>	<u>Term</u>	<u>Appointed by</u>	<u>Expiration Date</u>
Sam Bellamy 1590 Hickman Rd., NW Calabash, NC 28467 910-287-6403 <u>skblndigo@atmc.net</u>	1/2010	3	Farm Bureau	1/15/2013
Pearly Vereen 338 Exum Rd., NW Ash, NC 28420 910-287-3210 910-540-7008 cell	1/2011	3	Cooperative Extension	1/15/2014
Chlp Carroll, Chair 5014 Northwest Rd NE Riegelwood, NC 28456 910-655-2241 <u>SusanCarroll.PTA@atmc.net</u>	1/2012	3	Soil & Water	1/15/2015
Jody Clemmons, Vice-chair 273 Sellers Rd NW Supply, NC, 28462 910-231-3900 <u>jclemmons@atmc.net</u>	1/2012	3	Farm Service Agency	1/15/2015
David Knox 4288 Hwy. 17 East Bolivia, NC, 28422 910-253-4785	11/2011	3	At-large	1/15/2014

Mamie Caison, Ex-Officio
Soil and Water Director
PO Box 26
Bolivia, NC 28422
253-2830
mamie.caison@nc.ncadnet.net

Mark Blevins, Ex-Officio
Cooperative Extension Director
PO Box 109
Bolivia, NC 28422
253-2610
mark_blevins@ncsu.edu

Kirstie Dixon, Ex-Officio
Planner II, Planning Department
PO Box 249
Bolivia, NC 28422
253-2027
kdixon@brunscos.net

Dawn Coleman, Clerk to the Board
Extension Administrative Secretary
PO Box 109
Bolivia, NC 28422
253-2610
dawn_coleman@ncsu.edu



**Brunswick County
Voluntary
Agricultural
District Board**
P.O. Box 109
Bolivia, NC 28422
(910) 253-2610

- Sam Bellamy
- Chip Carroll,
Chairman
- Jody Clemmons,
Vice Chairman
- David Knox
- Pearly Vereen
- Mamie Caison
Soil & Water Conservation, Ex Officio
- Mark Blevins
Cooperative Extension, Ex Officio
- Kirstie Dixon,
Planning Department, Ex Officio
- Dawn Coleman,
Clerk to the Board



Brunswick County Voluntary Agricultural District

Spring 2012 Newsletter

A Message from Mark Blevins VAD Ex-Officio Member



I certainly hope this summer is more consistent with moisture than the last few. A lot of folks are talking about doing more with Grain Sorghum or Milo. Coming from hot, dry regions of Africa, it should feel right at home here in July and August. It does need rainfall early and at important stages of growth, but isn't as sensitive to drought compared to many other crops. There are plenty of opportunities for Milo on the market, so choose wisely with as many facts as you can gather before you buy the seed.

To help you along the way, Cooperative Extension has the information you need to make more confident decisions. I also included a budget for you to fill in with numbers that reflect your own farm and prices, and I have production guides I'm happy to send you on paper or by email.

Come by our office from 8:00am to 10:00am on May 24th for a Milo Meeting where we'll have a light breakfast and tune into a statewide broadcast from Small Grain Specialists and Sorghum Researchers.

The NC Legislature changed the definition of a Bonafide farm recently and that caused us to have to change the rules for the Voluntary Agricultural District. The state left the door wide open for interpretation so the board and staff put some prudent restrictions on entry in order to honor the history of this organization and maintain a high standard for agriculture here. Now, farms of greater than 3 acres and not in a subdivision can be eligible for the VAD. So call our office for details and encourage more farmers to join you in preserving Brunswick County farmland.

A Pesticide Class on Herbicide Resistance will be held at the Brunswick County Cooperative Extension office on May 14th from 5:00pm to 6:00pm for 1 hour credit.

My trip to Ohio last October unfortunately kept me from our annual meeting, but as promised here's a report from what I experienced. The Russian dandelions that make rubber aren't very productive and don't grow like weeds; the researchers could have also used some help from a farmer like you who would have told them not to plant for production in a sock. Farming on muck soils is incredible, until they run out of muck; then farmers are left with less than ideal clay or rock so take the best care of your soil that your descendants have something decent to work with. Cover crops can do a lot of work for you like tilling by Daikon Radish, fertility by legumes and increase water holding capacity with many others, so keep your soil covered and have plants work for you 24/7 off the payroll.

070



BRUNSWICK SOIL & WATER CONSERVATION DISTRICT UPDATE

By Mamie Caison, VAD Ex-Officio Member

The Brunswick Soil and Water Conservation District helps protect and conserve the county's natural resources. Through voluntary action and cooperation of landowners the district assists with implementation of best management practices that address soil and water quality concerns.

The Brunswick Soil and Water Conservation District offers a variety of programs to assist Brunswick County agriculture producers. The **North Carolina Agriculture Cost Share Program (NCACSP)** provides funding to install best management practices. These include, but are not limited to cropland conversion to trees or grass, long term no-till, and field borders. Most practices provide 75% of the set average cost to install practices. Long term no-till is an incentive practice with a one time payment of \$150.00 per acre and requires 80% residue coverage to be maintained for five years. If interested in improving water quality by applying best management practices please contact Howard Robinson at 253-2830 or make an appointment for district staff to visit your farm.

NO-TILL DRILL AND AERATOR RENTALS

The Brunswick County Farm Bureau and Brunswick Soil & Water Conservation District continue to provide the no-till drill and aerator rental programs to producers in the county at minimal cost. Both pieces rent for \$6.00 per acre with a minimum of \$60.00. To schedule use of the no-till drill or aerator contact the Brunswick Soil & Water Conservation District Office at 253-2830.

USDA-NATURAL RESOURCES CONSERVATION SERVICE

The Environmental Quality Incentives Program (EQIP) offers financial and technical assistance to eligible participants to install or implement structural and management practices on eligible agricultural land. EQIP offers contracts that provide incentive payments and cost-shares to implement conservation practices. Persons who are engaged in livestock or agricultural production on eligible land may participate in EQIP.

The Wildlife Habitat Incentive Program (WHIP) offers financial and technical help to assist eligible participants who want to develop and improve wildlife habitat on agricultural land, nonindustrial private forest land, and Indian land.

BRUNSWICK SOIL & WATER CONSERVATION DISTRICT

USDA-NATURAL RESOURCES CONSERVATION SERVICE (continued)

The **Conservation Reserve Program (CRP)** encourages farmers to convert highly erodible cropland or other environmentally sensitive acreage to vegetative cover, such as tame or native grasses, wildlife plantings, trees, filter strips, or riparian buffers. Farmers receive an annual rental payment for the term of the multi-year contract. Cost sharing is provided to establish the vegetative cover practices. CRP is administered by the Farm Service Agency, with NRCS providing technical land eligibility determinations, and conservation planning.

Conservation Reserve Enhancement Program (CREP) This program helps protect environmentally sensitive land, decrease erosion, restore wildlife habitat, and safeguard ground and surface water. Eligible land must have been planted to an agricultural commodity for at least four years between 1996 and 2001. In addition, eligible farmland must be adjacent to a stream or other water body or prior converted wetlands or areas capable of supporting wetland hydrology. Under CREP, farmers place a portion of their farm under a 10 or 15 year contract that requires the land to be put into the conservation cover the farmer chooses. Farmers can establish forest, native warm-season grasses, or cool season grasses. In return the farmer receives cost-share, annual rental payments, and bonus payments.

The **Wetlands Reserve Program (WRP)** is a voluntary program offering landowners the opportunity to protect, restore, and enhance wetlands on their property. The USDA Natural Resources Conservation Service (NRCS) provides technical and financial support to help landowners with their wetland restoration efforts. The NRCS goal is to achieve the greatest wetland functions and values, along with optimum wildlife habitat, on every acre enrolled in the program. This program offers landowners an opportunity to establish long-term conservation and wildlife practices and protection.

If you think you might be interested in any of these programs, you can call Jane Wood, District Conservationist, USDA-Natural Resources Conservation Service at 910-253-4448.



Written by: Mike Malcolm and Corey Kalmut



Spring has sprung early in Brunswick County and the North Carolina Forest Service has been busy. This past winter the NCFS has helped private landowners in the county by conducting controlled burns. Control burns are carefully planned and only done under predetermined weather and fuel conditions to meet specific management objectives. The benefits of a control burn include: reducing the risk of hazardous wildfires, improves wildlife habitat, and controls undesirable species.

March through May is Spring Fire Season in Brunswick County. Landowners during this time of year are cleaning up around their homes. Burning debris can be dangerous. Debris burning is the leading cause of wildland fire in North Carolina. It is very dangerous to burn debris when the weather is windy and dry. Fires can easily escape your control when these weather conditions are present. Before you burn, make sure you have an approved burning permit. You can obtain a permit from any NCFS office, a county-approved burning permit agent, or online at <http://ncforestservice.gov/index.htm>. Be prepared for burning. Keep fire tools at hand. To control your fire, you will need a hose, a bucket, a rake, and a shovel for tossing dirt on the fire. Stay with your fire until it is out. Be safe. For more information contact your local county rangers.

NCFS promotes reforestation of cut over land in the county for future generations. The Forest Development Program is a cost-share assistance program run by the NCFS. The goals of the program include timber production and the benefits associated with active forest management. Landowners that have an approved Forest Management Plan can qualify for up to 100 acres of cost-share assistance per year. Cost-share typically covers 40% to 60% of costs with reforestation practices. Contact your local county ranger for a management plan and more details. If you have any questions about burning or other services please call us at 910-755-7772 or stop by our office located at 1159 Green Swamp Rd. in Supply, NC.

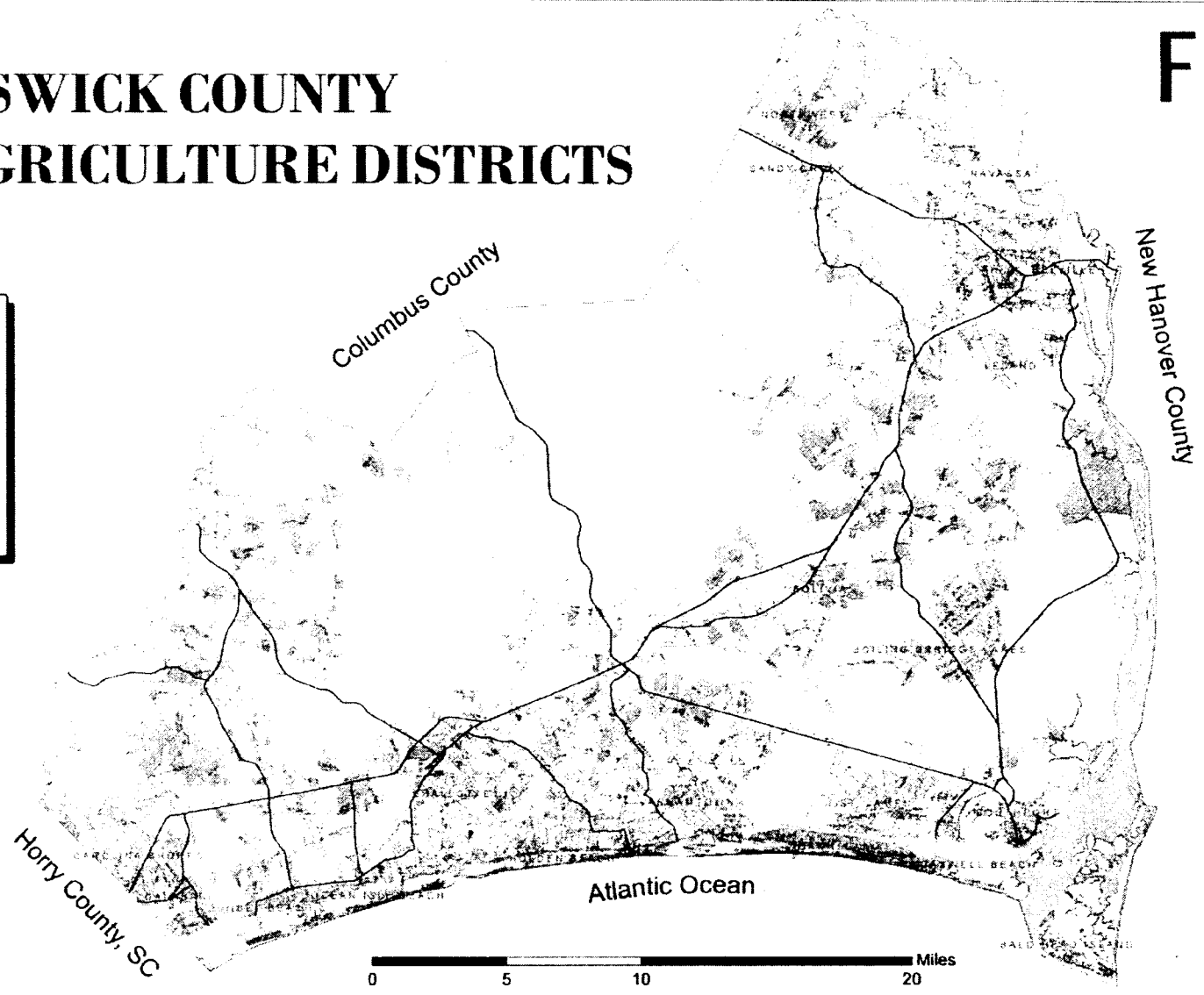


REMEMBER – ONLY YOU CAN PREVENT FOREST FIRES

BRUNSWICK COUNTY VOLUNTARY AGRICULTURE DISTRICTS

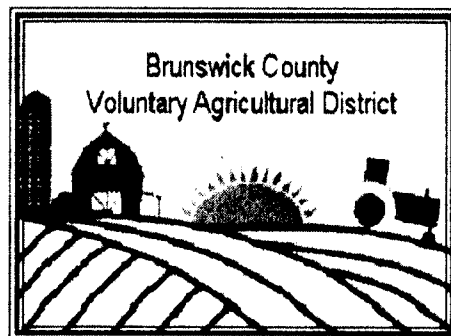
Legend

- Main Highways
- Agriculture District
- 1/2 Mile Agriculture District Buffer
- Roads
- Municipalities



For additional information:

Natural Resources
Conservation Service
P O Box 26
Bolivia, NC 28422
910-253-4448 Ext. 3



Brunswick County
Cooperative Extension
P O Box 109
Bolivia, NC 28422
910-253-2610

Brunswick County Soil &
Water Conservation District
P. O. Box 26
Bolivia, NC 28422
910-253-2830



County of Brunswick
Office of the County Commissioners

075



**PROCLAMATION
BRUNSWICK COUNTY LITERACY MONTH 2013**

WHEREAS, the Brunswick County Board of Commissioners realize the importance of adequate literacy skills for all citizens in Brunswick County; and

WHEREAS, more than 30 percent of North Carolina's adults experience literacy issues that impact severely on their lives and families, their ability to work productively, and their full participation as citizens and residents of our state; and

WHEREAS, the Brunswick County Literacy Council, Brunswick Community College, Brunswick County Schools and the Brunswick County Library work diligently to improve the literacy skills of the citizens of Brunswick County;

NOW, THEREFORE, THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS does hereby proclaim May 2013 as "Brunswick County Literacy Month," and urges citizens to assume an active role in literacy education for the benefit of Brunswick County as North Carolina moves toward an increasingly-technological future.

This the 15th day of April, 2013.

Phil Norris, Chairman
Brunswick County Commissioners

Attest:

Deborah (Debby) Gore, NCCCC
Clerk to the Board

County of Brunswick
Office of the County Commissioners

076



2013 SAAM Proclamation

WHEREAS, Sexual Assault *Activism* Month is intended to draw attention to the fact that sexual violence is widespread and has public health implications for *every* community member of Brunswick County, and

WHEREAS, Rape Crisis Center staff and DEDICATED volunteers served more than 180 new sexual violence victims and their loved ones in the past year providing free and confidential support, advocacy and counseling 24 hours a day, 7 days a week and 365 days a year; and

WHEREAS, we must work together to educate our community about how to support survivors and encourage every person to speak out when witnessing acts of violence however small; and

WHEREAS, with leadership, dedication, and encouragement, there is compelling evidence that we can be successful in reducing sexual violence in Brunswick County through prevention education, increased awareness, and holding perpetrators who commit acts of violence responsible for their actions.

NOW, THEREFORE, BE IT PROCLAIMED by the Brunswick County Board of Commissioners that the month of April 2013 be recognized as "**Sexual Assault Activism Month**" in Brunswick County; and

BE IT FURTHER PROCLAIMED that the Board of Commissioners pledge themselves and asks our citizens, professional and volunteer, to become activists and assist Rape Crisis Center's UNTIRING efforts to eliminate sexual violence from our families, our neighborhoods, and our community. The Board of Commissioners also pledge and asks our local businesses and citizens to participate in the Sexual Assault Activism Month campaigns and events in order to spread awareness and take action.

ADOPTED this 15th day of April, 2013.

Phil Norris, Chairman
Brunswick County Commissioners

Attest:

Deborah (Debby) Gore, NCCCC
Clerk to the Board



077

Brunswick County Board of Commissioners
ACTION AGENDA ITEM
2013

TO: Marty K. Lawing, County Manager

ACTION ITEM #: VII-1

FROM: James Fish, Executive Director

MEETING DATE: 04/15/2013

Ext. # 910-754-7974

DATE SUBMITTED: 04/05/2013

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☐ NO

Discussion of location of new Leland Senior Center

BACKGROUND/PURPOSE OF REQUEST:

BSRI will present statistical data showing where the need is the greatest for a new Senior Center in Northern Brunswick County.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☐ NO

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED:

☐ YES ☐ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES ☐ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☐ YES ☐ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY COUNTY ATTORNEY:

☐ YES ☐ NO ☐ N/A

ADVISORY BOARD RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

Receive Information from Brunswick Senior Resources Inc. regarding Location of Leland Senior Center.

ATTACHMENTS:

1. Supporting documents will be provided prior to Agenda Meeting
 2. _____
 3. _____
-

ACTION OF THE BOARD OF COMMISSIONERS**APPROVED:**☐**DENIED:**☐**DEFERRED****UNTIL:**

ATTEST:**CLERK TO THE BOARD**

SIGNATURE**OTHER:**



ACTION AGENDA ITEM

2013

073

TO: Marty K. Lawing, County Manager

ACTION ITEM #: VII-2

FROM: James Fish, Executive Director

MEETING DATE: 04/15/2013

Ext. # 910-754-7974

DATE SUBMITTED: 04/05/2013

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☐ NO

Bids for renovations of the New Shallotte Senior Center and Admin Offices

BACKGROUND/PURPOSE OF REQUEST:

Of the 5 invitations to bid, the attached 3 bids were received.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES ☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☒ YES ☐ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY COUNTY ATTORNEY:

☐ YES ☐ NO ☐ N/A

ADVISORY BOARD RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

Approve Proposal/Bid of Complete Remodeling Inc. for the Renovations to the Shallotte Senior Center.

ATTACHMENTS:

1. Bid Received - H & H Builders, LLC
2. Bid Received - Braddock Built Renovations
3. Bid Received - Ron Johnston Complete Remodeling, Inc.

ACTION OF THE BOARD OF COMMISSIONERS

APPROVED:

☐

DENIED:

☐

DEFERRED

UNTIL:

ATTEST:

CLERK TO THE BOARD

SIGNATURE

OTHER:

~ H & H BUILDERS LLC ~

BSRI/SHALLOTTE SENIORCENTER HEADQUARTERS.

This Agreement, Made as of April, 1st, In the Year of 2013,

Between the Owner: Brunswick Senior Resources, INC.
 Jim Fish, Executive Director
 3620 Express Drive
 P.O. Box 2470
 Shallotte, NC 28459
 910.754.7974

And the Contractor: H&H Builders LLC
 P.O. Box 1059
 Shallotte, NC. 28470
 910. 622. 1179 NC. LIC. # 72266

For the Project: New Shallotte Senior Center Headquarters, NC
 Shallotte, NC As per Plan

Construction Lender: Construction Lender's Name: _____
 Address: _____

Article 1. Contract Documents

1.1 The contract documents consist of this agreement, general conditions, construction documents, specifications, allowances, finish schedules, construction draw schedule, all addenda issued prior to execution of this agreement and all change orders or modifications issued and agreed to by both parties. All documents noted herein shall be provided to the Contractor by the Owner. These contract documents represent the entire agreement of both parties and supersede any prior oral or written agreement.

Article 2. Scope of Work

2.1 The Owner agrees to purchase and the Contractor agrees to construct the above mentioned structure and fixtures attached thereto in (the city of Shallotte, county of Brunswick and state of NC) according to the construction documents, allowances, finish schedules, all addenda, change orders, modifications and specifications set forth in the specification booklet.

Article 3. Time of Completion

3.1 The approximate commencement date of the project shall be (_____, ____, 2013). The approximate completion date of the project shall _____, ____, 2013), however any change orders and/or unusual weather might delay or otherwise affect the completion date.

Article 4. The Contract Price

4.1 The purchase price of the project shall be set at the sum of **\$ 455,196.00** subject to additions and deductions pursuant to authorized change orders and allowances. Closing costs shall be paid by the Owner.

4.2 The Owner and the Contractor acknowledge that the Owner will pay a sum of **\$ 45,519.60**, upon signing of this contract and before construction begins as a deposit and part of the purchase price of the project.

Article 5. Progress Payments

5.1 The Owner/Lender will make payments to the contractor pursuant to construction draw schedule as work required by said schedule is satisfactorily completed.

5.2 If payment is not received by the Contractor within (14) days after delivery of payment demand for work satisfactorily completed, contractor shall have the right to stop work or terminate the contract at his option. Termination by Contractor under the provisions of this paragraph shall not relieve the Owner of the obligations of payments to Contractor for that part of the work performed prior to such termination. Termination by Owner under the provisions of this paragraph shall not relieve the Owner of the obligations of payments to Contractor for that part of the work performed prior to such termination.

Article 6. Duties of the Contractor

6.1 Contractor shall obtain General liability & Builders Risk Insurance.

6.2 Contractor shall obtain all permits necessary for the work to be completed.

6.3 All work shall be in accordance to the provisions of the plans and specifications. All systems shall be in good working order.

6.4 All work shall be completed in a workman like manner, and shall comply with all applicable national, state and local building codes and laws.

6.5 Contractor shall remove all construction debris and leave the project in a broom clean condition.

Article 7. Owner

7.1 The Owner shall communicate with subcontractors only through the Contractor.

7.2 The Owner will not assume any liability or responsibility, nor have control over or charge of construction means, methods, techniques, sequences, procedures, or for safety precautions and programs in connection with the project, since these are solely the Contractor's responsibility.

Article 8. Change Orders and Finish Schedules

8.1 A Change Order is any change to the original plans and/or specifications. All change orders need to be agreed upon in writing, including cost, additional time considerations, approximate dates when the work will begin and be completed, a legal description of the location where the work will be done and signed by both parties. 50% of the cost of each change order will be paid prior to the change, with the final 50% paid upon completion of the change order.

8.2 Completed Finish Selection Schedules shall be submitted to the Contractor as follows:

8.2.1 Schedule #1 within four weeks after renovation work begins.

8.2.2 Schedule #2 within eight weeks after renovation work begins.

8.3 Any delays or changes in finish selection schedules will delay the projected completion date.

Article 9. Insurance

9.1 The Owner will purchase and maintain property insurance to the full and insurable value of the project, in case of a fire, vandalism, malicious mischief or other instances that may occur.

9.2 The Contractor shall purchase and maintain needed Workman's Compensation and Liability insurance coverage as required by law and deemed necessary for his own protection.

Article 10. General Provisions

10.1 If conditions are encountered at the construction site which are subsurface or otherwise concealed physical conditions or unknown physical conditions of an unusual nature, which differ naturally from those ordinarily found to exist and generally recognized as inherent in construction activities, the Owner will promptly investigate such conditions and, if they differ materially and cause an increase or decrease in the Contractor's cost of, and/or time required for, performance of any part of the work, will negotiate with the Contractor an equitable adjustment in the contract sum, contract time or both.

Article 11. Arbitration of Disputes

11.1 Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Construction Industry Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Article 12. Warranty

12.1 At the completion of this project, Contractor shall execute an instrument to Owner warranting the project for **(1) year** against defects in workmanship or materials utilized. The manufacturers warranty will prevail. No legal action of any kind relating to the project, project performance or this contract shall be initiated by either party against the other party after **(1) year** beyond the completion of the project or cessation of work.

Article 13. Termination of the Contract

13.1 Should the Owner or Contractor fail to carry out this contract, with all of its provisions, the non-defaulting party may state his intention to comply with the contract and proceed for specific performance.

Article 14. Attorney Fees

14.1 In the event of any arbitration or litigation relating to the project, project performance or this contract, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses.

Article 15. Acceptance and Occupancy

15.1 Upon completion, the project shall be inspected by the Owner and the Contractor, and any repairs necessary to comply with the contract documents shall be made by the Contractor.

Witness our hand and seal on this _____ day of _____, 2013 .

Contractor Signature

Owner Signature

Brunswick Senior Resources INC Allowances

This Agreement, Made as of April, 1st In the Year of 2013,

Between the Owner: Brunswick Senior Resources, INC.
 Jim Fish, Executive Director
 3620 Express Drive
 P.O. Box 2470
 Shallotte, NC 28459
 910.754.7974

And the Contractor: H&H Builders
 P.O. Box 1059 Shallotte, NC. 28470
 910. 622. 1179 NC.Lic# 72266

For the Project: New Shallotte Senior Center Headquarters, NC

Allowances Included:

Exterior Doors	<u>\$ 11,500.00</u>
Kitchen Appliances & Hot Water Heater	<u>\$ 10,000.00</u>
Plumbing Fixtures	<u>\$ 8,000.00</u>
Electrical Fixtures	<u>\$ 10,000.00</u>
Cabinetry & Countertops & Built-ins	<u>\$ 8,000.00</u>
Carpet/Tile/Hardwood Flooring (installed)	<u>\$ 50,000.00</u>
Closet Shelving/Hardware (installed)	<u>\$ 5,000.00</u>
Interior/Exterior Door Hardware	<u>\$ 3,000.00</u>
Bath Accessories/Mirrors/Towel bars (installed)	<u>\$ 3,000.00</u>
Interior Stairs & Railings	<u>\$ 18,000.00</u>

Total Allowance Price **=\$ 126,500.00**

((Owner is required to pay any overages in Allowances at time of purchase))

Braddock Services, Inc.

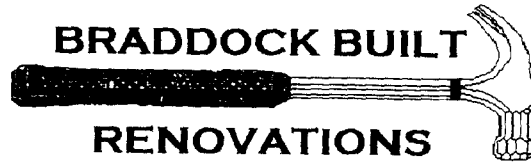
5008 Verdant Street
Shallotte, NC 28470

910.754.9635 office

404.281.5242 cell

betsy@braddockbuilt.com

www.braddockbuilt.com

BRADDOCK BUILT**RENOVATIONS**

Date

Estimate #

3/31/2013

1050-VC

Brunswick Senior Resources, Inc.

Jim Fish, Executive Director

3620 Express Drive

Shallotte, NC 28470

Estimate

Description

Renovation of Commercial Building (formerly Exquisite Glow Lighting)

Labor and materials for whole building renovation project per drawings provided by Owner including building permit, insurance, and the following elements of construction:

Mark utilities

Setup jobsite, install protection for existing flooring, install curtain walls to cordon off office areas from construction areas

Add exterior entry door at second floor at both ends of building, build two fire escapes using pressure treated materials with railings and stainless steel fasteners and structure as drawn

Relocate outside HVAC units as needed, add supplies and returns as needed, add exhaust fans in bathrooms

Add propane tank with gas lines to kitchen

Install exterior exhaust fan for kitchen hood system

Replace exterior lap siding as needed to closely match existing, caulk and paint as needed to closely match existing

Repair concrete sidewalks as needed adjacent to fire escapes

Re-position existing dumpster, repair fence/gate as needed

Remove interior walls and fixtures as drawn

Frame elevator shaft

Add interior partition walls as drawn

Add plumbing supply and waste lines for new bathrooms and kitchen, grease interceptor

Add interior and exterior electrical connections for owner-supplied fixtures and kitchen equipment

Alter and add sprinkler heads as required

Remove both sets of interior stairs, build one set as drawn with wood treads and risers

Insulate walls as needed

Hang and finish drywall

Install FRP in kitchen

Install flooring

Trim out mechanical, plumbing, and electrical

Install interior trim, interior doors and hardware, hardware for exterior doors, bathroom partitions, and bathroom accessories

It is our pleasure to provide this estimate for your consideration. Thank you.

Braddock Services, Inc.

5008 Verdant Street
Shallotte, NC 28470

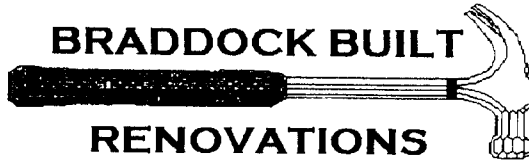
910.754.9635 office

404.281.5242 cell

betsy@braddockbuilt.com

www.braddockbuilt.com

BRADDOCK BUILT



RENOVATIONS

Date

Estimate #

3/31/2013

1050-VC

Brunswick Senior Resources, Inc.

Jim Fish, Executive Director

3620 Express Drive

Shallotte, NC 28470

Estimate

Description

Caulk, prime, and paint walls, trim, and ceilings as needed
Install interior signage as needed for kitchen, bathrooms, offices
Clean up and haul off all debris caused by construction
Professional project management

Not including elevator, balcony catwalks/bridges, upgrades to water and sewer services (if needed), changes to parking lot and parking lot lighting, re-wiring of electrical (if needed), kitchen equipment and installation, fire extinguishers, Solatubes, phone and security system, signage on building, cabinets and casegoods, and landscaping and hardscaping

TOTAL ESTIMATE: \$195,000-245,000

APPROXIMATE DURATION: 8-11 weeks

It is our pleasure to provide this estimate for your consideration. Thank you.

996 Village Point Rd
Shallotte, NC 28470
Tel: (910) 754-3331
Fax: (910) 755-7850
Toll Free 1-888-212-5421

YOUR PROPOSAL:

03/22/13

Attention: Jim Fish

Location: 0
Shallotte NC 28470

Tel: 910-754-5349

Fax:

Cell:



We are pleased to be able to quote the following job per your request:

Job Number: 41358

For Project: GMP for New Senior Center

Description: All work proposed is based on information received from Mr. Jim Fish and Prints provided. We will build according to plans except for changes that was approved by Mr. Jim Fish to lower cost of project. Proposal includes all electrical, Plumbing, Havac, Does not include painting or life safty or IT wires or cables. Proposal does not include skylights.

Proposed Cost: \$147,779.34

Price includes all material and labor unless specified otherwise

No additional work will be perform until a signed proposal is obtained.
All Additional proposal will be paid upon completion

Tentative Start: When Needed

Estimated Completion: 16 weeks

Terms: 30% to start and 60% as needed for work to progress and remaining 10% when job is completed

Comments: This proposal does not include any impact fees or special permits other than building permits.

*Thank you for the opportunity to provide this Quote.
Please contact me at the above number if you have any questions.*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workers compensation and general liability insurance.

If you should require job references, please let us know.

Quote valid until:
4/21/2013
(Quote date plus 30 days)

Accepted

Jim Fish

Date:

Sincerely,

Ron Johnston
Complete Remodeling

Sunlit Homes, LLC

3117 Maco Rd. NE

Leland, NC 28451

Estimate

Date	Estimate #
3/4/2013	69

Name / Address
Johnson Construction Ron Johnson

Project

Description	Qty	Rate	Total
	7	999.00	6,993.00T
	7	350.00	2,450.00
\$30 per foot over 4 feet	60	60.00	3,600.00T
Builders discount		-2,608.60	-2,608.60
		Subtotal	\$10,434.40
		Sales Tax (6.75%)	\$572.02
		Total	\$11,006.42

Sunlit Homes, LLC

3117 Maco Rd. NE
Leland, NC 28451**Estimate**

Date	Estimate #
3/4/2013	68

Name / Address
Johnson Construction Ron Johnson

Project

Description	Qty	Rate	Total
14" Solatube	7	449.00	3,143.00T
14" Solatube installation	7	250.00	1,750.00
\$30 per foot over 4 feet	60	30.00	1,800.00T
Builders discount		-1,338.60	-1,338.60
		Subtotal	\$5,354.40
		Sales Tax (6.75%)	\$266.92
		Total	\$5,621.32



090

Brunswick County Board of Commissioners
ACTION AGENDA ITEM
2013

TO: Marty K. Lawing, County Manager

FROM: Jerry W. Pierce, P.E., Dir. of Public Utilities
Ext. # 2659

ACTION ITEM #: VII-3

MEETING DATE: April 15, 2013

DATE SUBMITTED: April 4, 2013

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☒ NO

Approve Change Order No. 1 with Carmichael Construction Company, Inc., on the Oak Island Water Reconnection Project that reduces the contract amount by \$22,768.50 and authorize the Chairman to execute Change Order No. 1.

BACKGROUND/PURPOSE OF REQUEST:

Construction is now complete on the Oak Island Water Reconnection Project. The engineer has certified the construction of the project to the North Carolina Department of Environment and Natural Resources (NC DENR) Public Water Supply Section and NC DENR has approved operation of the water main. The water main is now in service.

Change Order No. 1 adjusts the bid quantities to the actual quantities. Several items such as a split welded casings for sewer service interference, additional bends, and 12" reinforced concrete pipe totaling \$5,642.50 in cost were added to the contract. Several items were deducted from the contract such as the final amount of the ductile iron pipe installed was less than the bid amount, tree removal was not required, and the contractor reimbursed the County for easement modifications. The net change in Change Order No. 1 was a reduction in the contract amount of \$22,768.50 so the final contract amount is \$482,230.50.

County staff recommends approval of the Final Adjusting Change Order with Carmichael Construction Company, Inc. and that the Chairman be authorized to execute Change Order No. 1.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☒ YES ☐ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☒ YES ☐ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY COUNTY ATTORNEY:

☐ YES ☐ NO ☐ N/A

ADVISORY BOARD RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

Approve Final Adjusting Change Order to the Contract of Carmichael Construction Company Inc.

ATTACHMENTS:

1. Copy of Change Order No. 1
 2. _____
 3. _____
-

ACTION OF THE BOARD OF COMMISSIONERS**APPROVED:**☐**ATTEST:****CLERK TO THE BOARD****DENIED:**☐**DEFERRED****UNTIL:**

SIGNATURE**OTHER:**

**BRUNSWICK COUNTY
CHANGE ORDER NO. 1**

PROJECT:
ORIG. TIME OF COMP.
ORIG. DATE OF COMP.

Oak Island Water Reconnection Project
45 Days
February 22,
2013
CAUSE CODE:

FOR BC USE ONLY

- ☐ OR Owner Request
- ☐ CR Contractor Request
- ☐ DR Designer Request
- ☐ CC Concealed Condition
- ☐ DE Design Error
- ☐ DO Design Omission
- ☐ SC Schedule Change
- ☒ OT Other (Final Adjusting)

Under the terms of the Contract and without invalidating the original provisions thereof, the following change(s) in work is(are) authorized for the change in Contract amount herein set forth: (Description of change order with detailed breakdown attached)

This is the final adjusting change order. See the attached change order summary prepared by the Engineer which itemizes the additions and deductions during construction of the project.

The Time of Completion including previous orders is 45 calendar days and shall be increased by 24 calendar days by this change order for a revised Contract date of completion of March 18, 2013. Weather delays and delays in obtaining the meter and pressure sustaining vaults from the Contractor's supplier support the requirements for a change in duration.

CONTRACT COST SUMMARY

				TOTALS
1. Original Contract Amount				\$504,999.00
2. Amount of Previous Orders	ADD	\$0	Deduct	\$0
3. Amount of This Order:	ADD	\$5,642.50	Deduct	\$28,411.00
4. Total additions lines 2 & 3		\$5,642.50	Minus Total Deducts:	\$28,411.00 \$22,768.50

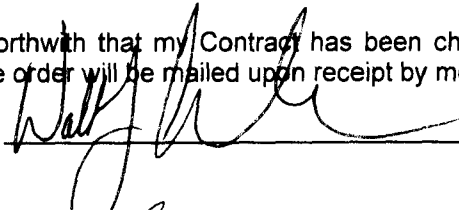
(Line 4 shall show the net amount to be deducted from the **original** Contract amount.

5. Revised Contract Total Amount \$482,230.50

I certify that my Bonding Company will be notified forthwith that my Contract has been changed by the amount of this change order, and that a copy of the approved change order will be mailed upon receipt by me to my surety.

Carmichael Construction Company, Inc.
(Contractor)

By:



3-22-13
(Date)

East Coast Engineering & Surveying, P.C.
(Designer)

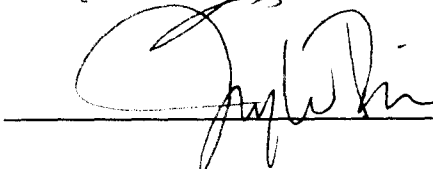
By:



3-18-2013
(Date)

County of Brunswick
(Owner)

By:



4-2-13
(Date)

By:

(County Commissioners)

(Date)

REQUEST FOR AUTHORIZATION TO CHANGE

DATE: 3-18-13
 REQUEST NO.: 1 PROJECT NAME: Oak Island Water Reconnection
 OWNER: County of Brunswick CONTRACTOR: Carmichael Construction Company, Inc.
 DESIGNER: East Coast Engineering & Surveying, P.C. CONTRACT FOR: Waterline

REASON FOR CHANGE:

Final Adjusting Change Order

SUMMARY REVIEW OF CONTRACTOR'S ESTIMATE FOR TIME AND COST:

N/A


DESIGNER SUMMARY:

- Schedule items affected by this change: None
- Can Contractor mitigate the change without requiring a Contract time extension? N/A
- Will the change require a Contract time extension for other Contractors? NO If yes, Which?
- Are additional costs indicated by reason of the time extension? NO If so they must be included in 5 & 6 Below.

	CONTRACTOR'S ESTIMATE	DESIGNER'S ESTIMATE
5. Estimated cost of change:	- \$22,768.50	-\$22,768.50
6. Estimated time extension field cost (if any):	None	None

DESIGNER RECOMMENDATION AND CERTIFICATION:

I certify that I have reviewed all aspects of this change order and have determined that it is in the best interest of the Owner to have the work accomplished. I have also determined that the cost and time allotment are fair and equitable, and I recommend acceptance by the Owner.

Approved by:  Date: 3-18-2013
 Title: Project Manager

094

East Coast Engineering & Surveying, P.C.

ENGINEERS • PLANNERS • SURVEYORS

Oak Island Water Reconnection Project
County of Brunswick

Engineer's Project No. 1800.29

**Summary of Additions and Deductions Included within Final Wrap-up
Change Order 1**

March 18, 2013

Original Scheduled Value: \$504,999.00

Add Items

<u>Item No.</u>	<u>Description of Work</u>	<u>Additional Amount</u>
5	20" Split & Welded Steel Casing Pipe 0.25" Wall Thickness (20 LF @ \$75.00/LF)	1,500.00
12	12" MJ 45 Degree Bend (1 @ \$600.00 Ea)	600.00
13	12" MJ 11-1/4 Degree Bend (1 @ \$600.00 Ea)	600.00
20	Asphalt Open Cut & Patch – NE 42 nd St & E. Oak Island Dr. (4.5 SY @\$80.00/SY	360.00
22	Concrete Thrust Blocking & Encasements (1.275 CY @ \$300.00/CY)	382.50
30 New	12" MJ 22-1/2 Degree Bend (1 @ \$600.00 Ea)	600.00
31 New	Dewatering System for Additional Item 5 Above (3 days @ \$350.00/day)	1,050.00
32 New	Remove & Replace Existing 12" RCP for Additional Item 5 Above (1 @ \$250.00 Ea)	250.00
33 New	#57 Stone to Bed Additional Item 5 Above (1 @ \$300.00 Ea)	<u>300.00</u>
Sub-total		\$5,642.50

095

Oak Island Water Reconnection Project
County of Brunswick

Engineer's Project No. 1800.29

**Summary of Additions and Deductions Included within Final Wrap-up
Change Order 1**

March 18, 2013

Deduct Items

<u>Item No.</u>	<u>Description of Work</u>	<u>Deduction Amount</u>
2	12" RJ CL52 Ductile Iron Pipe (36 LF @ \$75.00/LF)	\$ 2,700.00
3	12" C900 DR18 PVC Pipe (10 LF @ \$49.50/LF)	495.00
20	Asphalt Open Cut & Patch – Mariner's Way SE (7.7 SY @ \$80.00/SY)	616.00
27	Tree Removal and Disposal (\$2,000.00 LS)	2,000.00
29	Change Order Allowance (\$20,000.00)	20,000.00
34 New	Replacement Subaqueous Easement (\$2,600.00)	2,600.00
	Sub-total	\$28,411.00

Total Add on Items:	\$ 5,642.50
Total Deduct Items:	<u>\$ -28,411.00</u>
Net	\$ -22,768.50

Therefore;

Final Project Adjusted Contract Value = \$504,999.00 - \$22,768.50 = \$ 482,230.50



098

Brunswick County Board of Commissioners
ACTION AGENDA ITEM
2013

TO: Marty K. Lawing, County Manager

ACTION ITEM #: VII-4

FROM: Ann Hardy
Ext. # 2060

MEETING DATE: 4/15/2013

DATE SUBMITTED: 4/8/2013

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☐ NO

Financial Report for period ended 3/31/13(UNAUDITED) for information. All reports are provided at: <http://www.brunswickcountync.gov/Portals/0/bcfiles/CurrentFYFinancialReport.pdf>

BACKGROUND/PURPOSE OF REQUEST:

General Fund

Presented on the Brunswick County Government website is a schedule of revenues and expenditures-budget and actual for the General Fund for the period ended 3/31/13 on the cash basis with comparative actual amounts for the period ended 3/31/12.

Total revenues for the General Fund at 3/31/13 are \$140.0 million compared to \$134.4 million at 3/31/12 for an increase of \$5.6 million or 4.2%. Total revenues collected are 92.1% of the amended budget for the fiscal year.

Total expenditures for the General Fund at 3/31/13 are \$103.5 million compared to \$102.6 million at 3/31/12 for an increase of \$0.9 million or 0.9%. Total expenditures are 66.9% of the budget for the fiscal year.

Fiscal year-to-date revenues are greater than total expenditures by \$36.5 million compared to \$31.8 million in the prior year for a net \$4.7 million or 14.8% improvement.

Transfers into the general fund at 3/31/13 are \$0.8 million compared to transfers out to other funds of \$0.2 million at 3/31/12.

Revenues and net transfers are greater than expenditures at 3/31/13 are \$37.3 million compared to \$31.5 million at 3/31/12 for a net improvement of revenues and transfers greater than expenditures of \$5.8 million or 18.4%.

Water Fund

Presented on the Brunswick County Government website is a schedule of revenues and expenditures-budget and actual and changes in fund balance for the Water Fund for the period ended 3/31/13 on the cash basis with comparative actual amounts for the period ended 3/31/12.

Total revenues for the Water Fund at 3/31/13 are \$15.9 million compared to \$15.7 million at 3/31/12 for an increase of \$0.2 million or 1.3%. Total revenues are 79% of the budget for the fiscal year.

Total expenditures for the Water Fund at 3/31/13 are \$11.4 million compared to \$10.8 million at 3/31/12 for an increase of \$0.6 million or 5.9%. Expenditures are 61% of the budget for the fiscal year.

Total fiscal year-to-date revenues are greater than total expenditures by \$4.5 million as compared to \$4.9 million in the prior year for a decline of \$0.4 million. Net transfers to other funds are \$3.4 million as of

3/31/13 compared to \$3.7 million at 3/31/12.

Revenues and net transfers are greater than expenditures at 3/31/13 are \$1.1 million compared to \$1.2 million at 3/31/12.

Wastewater Fund

Presented on the Brunswick County Government website is a schedule of revenues and expenditures-budget and actual for the Wastewater Fund for the period ended 3/31/13 on the cash basis with comparative actual amounts for the period ended 3/31/12.

Total revenues for the Wastewater Fund at 3/31/13 are \$15.5 million compared to \$13.3 million at 3/31/12 for an increase of \$2.2 million or 16.5%. Total revenues are currently 77% of the budget for the fiscal year.

Total expenditures for the Wastewater Fund at 3/31/13 are \$8.4 million compared to \$8.1 million for an increase of \$0.3 million or 3.7%. Total expenditures are currently 40% of the budget for the fiscal year.

Revenues are greater than expenditures at 3/31/13 by \$7.1 million compared to \$5.2 million at 2/29/13 for an increase of \$1.9 million or 36.5%. Net transfers from other funds are \$1.3 million at 3/31/13 compared to net transfers out of \$2.1 million at 3/31/12.

Revenues and net transfers are greater than expenditures at 3/31/13 are \$8.3 million compared to \$3.1 million at 3/31/12 for an increase \$5.2 million.

Key Indicators of Revenues and Expenditures

Presented on the Brunswick County Government website are charts with actual history, current month actual amounts and annual budget information for major revenues and expenditures in both the enterprise and general funds.

Cash and Investments

A Summary of Cash and Investments is presented on the Brunswick County Government website as of 3/31/13 reports that the County had \$162.1 million of unrestricted cash and investments in all funds including those accruing for outside agencies that the county performs collections plus \$15.2 million of capital project restricted cash from debt proceeds. All cash and investments are earning an average yield of 0.16%.

The various unaudited financial reports are presented for information and no action is requested.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES ☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☒ YES ☐ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY COUNTY ATTORNEY:

☐ YES ☐ NO ☐ N/A

ADVISORY BOARD RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

Receive March 2013 Financial Report as information.

ATTACHMENTS:

1. _____
 2. _____
 3. _____
-

ACTION OF THE BOARD OF COMMISSIONERS**APPROVED:**☐**DENIED:**☐**DEFERRED****UNTIL:**

ATTEST:**CLERK TO THE BOARD**_____
SIGNATURE**OTHER:**



TO: Marty K. Lawing, County Manager

FROM: Steve Stone, Assistant County Manager
Ext. # 2015

ACTION ITEM #: VII-5
MEETING DATE: 4/15/13
DATE SUBMITTED: 4/8/13

ISSUE/ACTION REQUESTED:**PUBLIC HEARING:** ☐ YES ☒ NO

We request that the Board of Commissioners consider terminating our food services agreement with Aramark, Inc., effective 5/18/13. We also request that the Board of Commissioners consider authorizing the County Manager to sign a letter of intent to engage Trinity Services Group, Inc. to provide our detention and senior meals, as well as to operate our retail cafeteria, effective 5/18/13.

BACKGROUND/PURPOSE OF REQUEST:

Because of ongoing perceived food quality and logistical issues with Aramark, Inc. we are recommending termination of our service agreement with them. Senior Aramark staff have verbally agreed to cancellation of the agreement with 30 days notice. Trinity Services Group, Inc. was the second lowest cost vendor in the competitive procurement process last spring. They have issued an updated price proposal, which is attached. The Trinity prices are 2% more than the prices in their April, 2012 proposal. (The prices from Aramark are contractually slated to rise by CPI on July 1st, so in all likelihood they would have increased more than 2%.) The estimated annual cost difference between Aramark and Trinity is \$160,000. The estimated cost of the agreement for FY 14 is \$888,225.00. County administration, environmental health, BSRI and the detention center managers have met with Trinity staff, and Trinity believes that they can provide a seamless transition with 30 days notice. A Saturday transition is less difficult than a weekday transition, since no senior meals are being produced and the retail operation is not open, hence the recommended transition date of May 18th, the first Saturday after 30 day notice is given to both parties. If the Board authorizes the cancellation of the Aramark, Inc. agreement and issuance of the letter of intent with Trinity Services Group, Inc., we will have a services agreement with Trinity ready for the Board's review and approval no later than our 5/6/13 regular meeting.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED: ☐ YES ☒ NO

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED: ☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED: ☐ YES ☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS ☒ YES ☐ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY COUNTY ATTORNEY: ☐ YES ☐ NO ☐ N/A

ADVISORY BOARD RECOMMENDATION:



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
2013

200

COUNTY MANAGER'S RECOMMENDATION:

Approve the Termination of the Current Food Services Agreement with Aramark, Inc. effective May 18, 2013 and Authorize the County Manager to sign a Letter of Intent to Engage Trinity Services Group, Inc. to Provide Detention, Senior and Retail Food Services.

ATTACHMENTS:

1. Trinity Services Group, Inc. Letter Proposal
2. _____
3. _____

ACTION OF THE BOARD OF COMMISSIONERS

APPROVED:

☐

DENIED:

☐

DEFERRED

UNTIL:

ATTEST:

CLERK TO THE BOARD

SIGNATURE

OTHER:



March 30, 2013

Mr. Steve Stone, Assistant County Manager
Brunswick County Administration
30 Government Center Drive
Bolivia, North Carolina 28422

Dear Mr. Stone:

We sincerely appreciate the time you and key members of your staff took out of your busy schedules to visit with us on Thursday. It was truly eye opening to hear of the operating issues you have been experiencing on an ongoing basis. We sympathize with the issues that all three components of your food service program are having with your current contractor, but are pleased to have the opportunity to help rectify a bad situation.

We were fortunate enough to hear from each of the senior level individuals who have the responsibility of monitoring each component of your food service program. We are confident that we can and will utilize our more than 40 years of culinary operating experience and support resources to rectify the problems you have experienced over the past year with your food service programs.

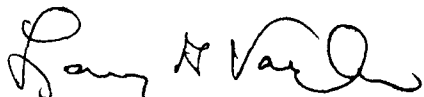
Prior to and immediately after our meeting on Thursday, we met with our senior management, and reviewed our submitted proposal from one year ago along with your current needs as expressed by your senior representatives. We continue to support our original proposal and are confident that we can do the job at hand, and that we can restore confidence to the customers who were lost over the past year. We agree restoring confidence will be somewhat challenging, but we know our strengths and weakness and have the operational and culinary expertise, as well as the support resources to accomplish this objective. We will commit whatever resources are necessary to ensure a successful transition and a new perception of the food service programs. We assure you that there will be value as well as substance to our programs.

If we are awarded your contract we will require a "Letter of Intent" which will serve as the go ahead for initial preparation needed to ensure a seamless and successful transition. We will immediately notify our transition team of the impending transition dates, so that they can start the process, which includes ordering all necessary equipment, marketing materials, staff training and setting up food vendors. It will be our approach to not only immediately order the necessary operating equipment, as we originally proposed, but also to submit a transition plan and marketing plan with mutually agreed upon specific timelines to kick-off a grand re-opening. Details of the transition kick-off/plan will be elaborated on and agreed upon once we have been officially notified of your intent to award the contract.

We are aware that the county is trying to adjust to the ever-changing fluctuations in the economy, as well as we are. In saying that, we genuinely attempt to partner with our clients to try and maintain costs by "thinking outside of the box," by adjusting menus, offering new points of sale, etc., in an attempt to offset ever rising costs. We have revisited our submitted pricing scale from one year ago and have included a new pricing scale based on the Consumer Price Index, Food Away from Home, SE region that is the commonly used index for our industry that reflects a two percent (2.0%) increase. We have attached the new pricing scale, as well as a copy of the Consumer Price Index report for your review, as well.

Thank you once again for the opportunity to serve you. We want you to know that we have the support and commitment from the highest levels of our management team and that we will meet or exceed all of your goals and expectations with all three components of your food service programs. We look forward to your "Letter of Intent" and are anxious to serve you.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry G. Vaughn". The signature is fluid and cursive, with the first name "Larry" being more prominent and the last name "Vaughn" written in a more compact, stylized manner.

Larry G. Vaughn
President

Trinity Services Group, Inc.
Brunswick County Pricing Scale - 2013

POPULATION WEEKLY AVERAGE 224 AND BELOW	Inmates TO BE NEGOTIATED	Elderly program - MOW
225 - 249	\$ 2.289	TO BE NEGOTIATED
250 - 274	\$ 2.148	\$ 2.917
275 - 299	\$ 2.034	\$ 2.795
300 - 324	\$ 1.938	\$ 2.698
325 - 349	\$ 1.858	\$ 2.615
350 - 374	\$ 1.790	\$ 2.544
375 - 399	\$ 1.732	\$ 2.481
400 - 424	TO BE NEGOTIATED	\$ 2.43

Prices are based on average meals served weekly

Food Inflation Report

Foodbuy
FOOD INFLATION REPORT



Market Watch

Markets Expected to be Higher in 2013



Markets Expected to be Higher in 2013



Amid Slow Recovery, Food Inflation Persists

Despite doom day being predicted for last December 21st, we're still here and ready for 2013, where the world is getting bigger and hungrier.

Optimists aren't typically nervous, but a global financial crisis paired with weather-ravaged growing regions have left inventories low, prices high and many farmers just plain scared. This is not some gentle monthly wake-up call, it's the same global alarm that's been screaming at us since 2008.

Still, it's a new year, and the U.S. economy is trending in a positive direction, as are important parts of the Eurozone. So while it's too early in 2013 to be certain, we have reason to be cheerful. If we — and that's the

global “we” — can manage our economic and political challenges even as we catch a break on the weather, 2013 could bring a welcome reprieve to the jarring spikes and savings of the last two years.

Still Making Payments On Last Year's Weather

We're still feeling the pain of the drought that ravaged U.S. corn and soybean crops and spurred record prices in 2012. Why would last year's drought be felt now? It takes several months for rising costs to work their way through the food system because most companies can — and do — hedge against costs in the short term.

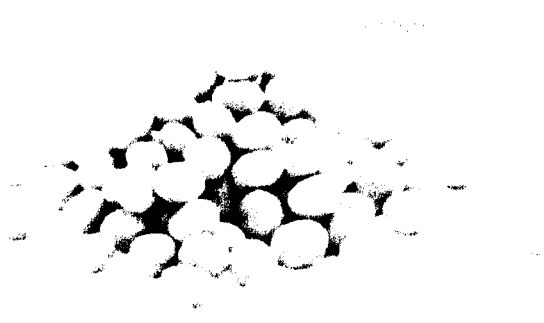
Eventually, though, the increases stretch all the way to the consumer's wallet.

If dry weather persists, we'll miss out on the production recovery that's needed to bolster global inventories. Sadly, that could happen, and markets are restless going into the planting season, but we cross our fingers, plant our crops, and hope that 2012 calamities won't be repeated.

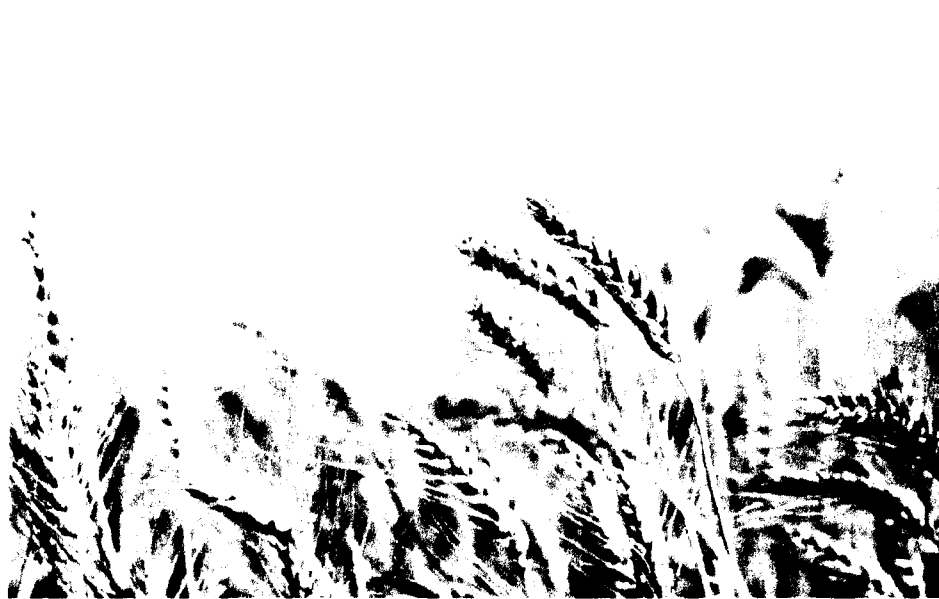
Consumers can expect to pay 3 to 4 percent higher prices for food this year, despite a nearly flat consumer price index (CPI). Here's why. First — why will food go up? In 2012, the drought drove up feed prices, which in turn raised milk, egg, beef, poultry, and pork prices amid tighter supplies of corn and soybean, which is used to feed livestock. Since June, the price of grain, the country's biggest crop, rose by more than 50 percent.

The News Isn't All Bad

There's encouraging news, though. Global supplies of corn have recently improved, dropping the price to \$6.87 a bushel on the Chicago Board of Trade in mid-January, down 19 percent from a record \$8.49 in August. Soybeans are also trading down, with a \$13.84 a bushel, more than 20 percent lower than last year's closing high of \$17.68.



Of course, when the farmer's costs go up, so do ours, in particular, chicken prices have surged 14.3 percent during the last year and wholesale beef prices rose 8.2 percent in November alone, the biggest monthly



gain since 2008. According to the U.S. Department of Agriculture, beef prices will see a further jump, from 7 to 10 percent. Other prices expected to rise include dairy (1.5 to 4.5 percent), eggs (2 to 4 percent), and pork (2.5 to 2.5 percent).

Food Costs Up Despite Flat CPI

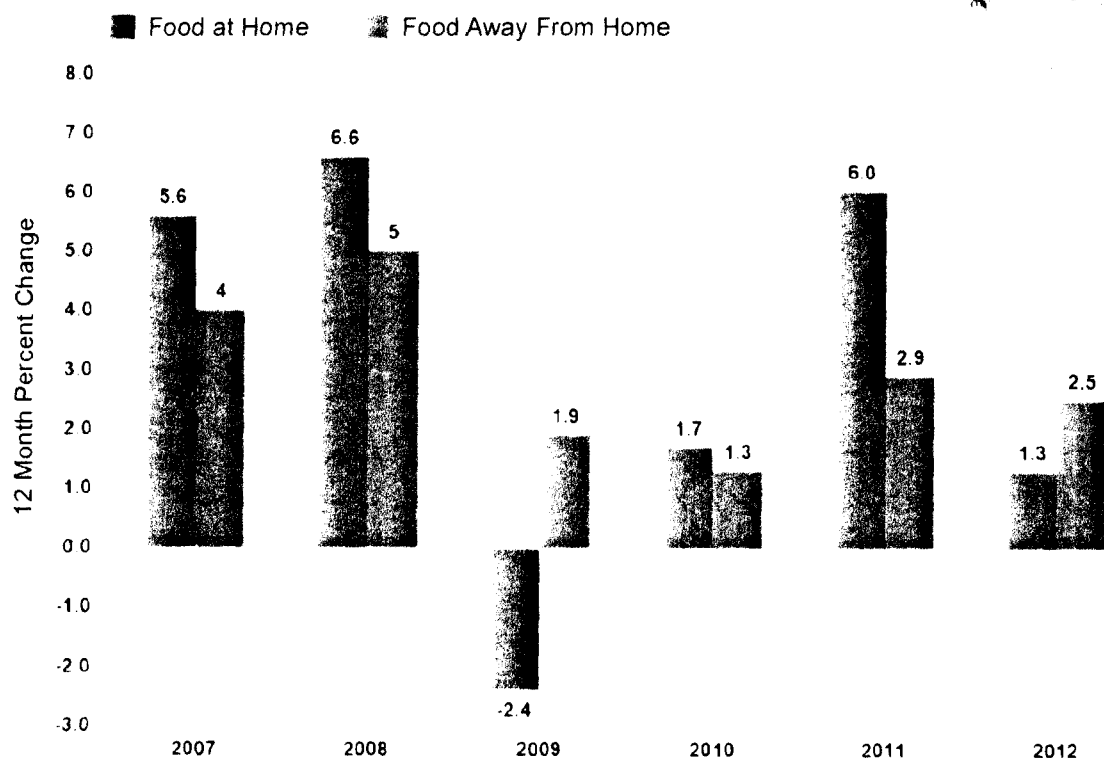
Since fuel costs are easing and, as we said, CPI is nearly flat, we will see a divergence between core inflation and food-away-from-home inflation — by as much as 3 percent. Remember though, the CPI is the broadest of monthly price measures, covering prices consumers pay for everything from medical visits to airline fares and movie tickets. According to the Labor Department, prices will retreat through the first half of the year mainly because of declining oil costs. This comes as gas prices saw the biggest drop in nearly four years, falling 24% in December alone. The drop in fuel costs won't last, but moderate increases versus the big spikes we faced in the past will, indeed, help mitigate food cost increases. Unfortunately, it won't be enough to erase them.

Food Inflation Report

To be clear, higher inflation in general isn't the big fear; it's the kind of inflation that's of concern. Inflation driven by higher wages would be welcomed, actually, but when the cost of goods and services rises faster than wages, consumers' spending power gets hammered. With export conditions tough and households unlikely to drive growth, we're likely to see the economy bouncing along the bottom for the next six months. A rise in food and energy prices will bring about reduced spending, and reduced spending is never helpful to the food-away-from-home industry.

Price Increase Rates Slow in 2012

CONSUMER PRICE INDEX
FOOD AT HOME & FOOD AWAY FROM HOME
12 MONTH PERCENT CHANGE (ENDING DECEMBER)



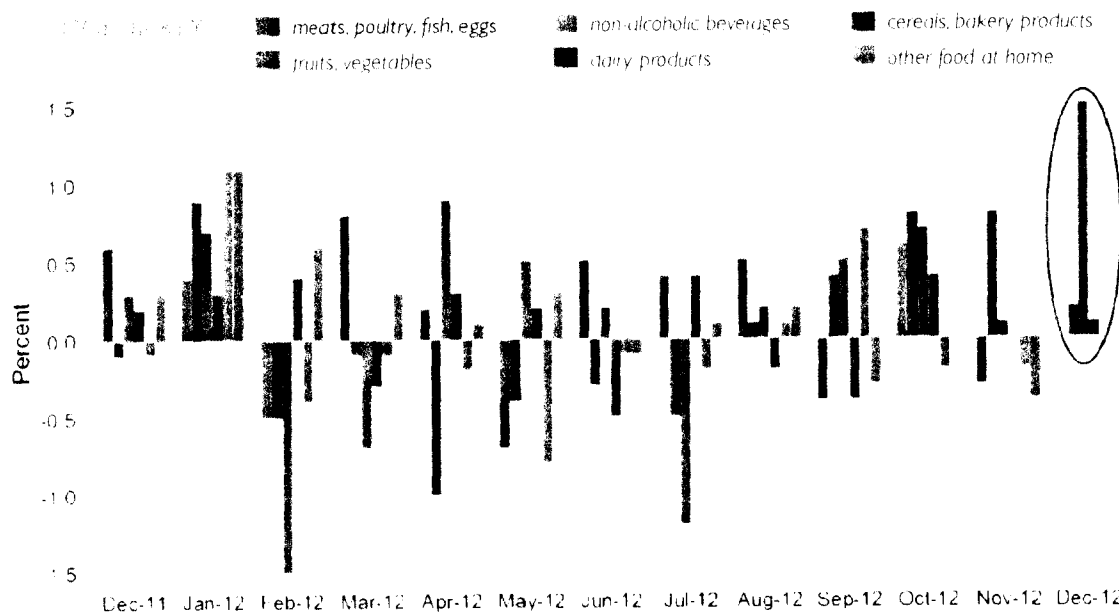
The CPI for food-away-from-home increased 2.5% in 2012, which was an improvement over the 2.9% rate we saw in 2011. The CPI for food-at-home saw a much better improvement, with the 6.0% increase rate in 2011 melting to just 1.3% in 2012.



© 2013 United Food & Commercial Workers

Food Inflation Update

CONSUMER PRICE INDEX FOR SELECTED FOOD GROUPS
MONTHLY PERCENTAGE CHANGE



In December, the food index rose 0.2%, for the third month in a row. We can see that weather challenges around the globe are affecting more than just feed stock, because the fruits and vegetables index posted the largest increase, rising 1.5% — the seventh increase in nine months. The indexes for proteins and non-alcoholic beverages were unchanged, while the remaining major grocery store food group indexes all increased.

On the year, the overall index for food rose 1.8% in 2012, which was a big improvement over the 4.7% increase we saw in 2011. Five of the six major grocery store food group indexes rose, with increases ranging from 0.5% (dairy and related products) to 2.0% (other food at home).

Chicken Leads Near-Term Inflation

	5 Weeks		26 Weeks		52 Weeks
Chicken Cutout	15.10%	Cattle Futures	12.18%	Chicken Cutout	11.64%
Crude Oil	4.22%	Chicken Cutout	11.20%	CME Block Cheese	10.34%
Chicken Wing	3.37%	Chicken Wing	7.94%	Cattle Futures	9.10%
Chicken Breast	1.87%	Class III Milk	3.93%	Chicken Wing	7.58%
Soybean Oil	1.57%	Choice Beef	3.26%	Class III Milk	6.57%
Cattle Futures	1.51%	Crude Oil	2.88%	Corn	6.02%
Lean Hogs	0.82%	CME Block Cheese	2.47%	Winn Wheat	3.06%
Dollar Index	-0.45%	CME Butter	-1.48%	Chicken Breast	0.51%
Choice Beef	-0.56%	Corn	-1.90%	Choice Beef	-0.16%
Pork Cutout	-2.94%	Chicken Breast	-2.85%	Pork Cutout	-0.71%
Class III Milk	2.99%	Lean Hogs	-3.73%	CME Butter	-1.17%
CME Block Cheese	-3.56%	Dollar Index	-3.99%	Dollar Index	-1.73%
CME Butter	-4.28%	Soybean Oil	-6.13%	Soybean Oil	-2.64%
Corn	-8.24%	Pork Cutout	-6.74%	Lean Hogs	-2.77%
Winn Wheat	-10.10%	Winn Wheat	-9.44%	Crude Oil	-7.13%

Grain markets
are shaded in red.
Protein markets are
shaded in blue.

Commodity Report



Corn prices should remain steady throughout the summer – provided we get rain.

Corn's Wish: Don't Forget To Rain

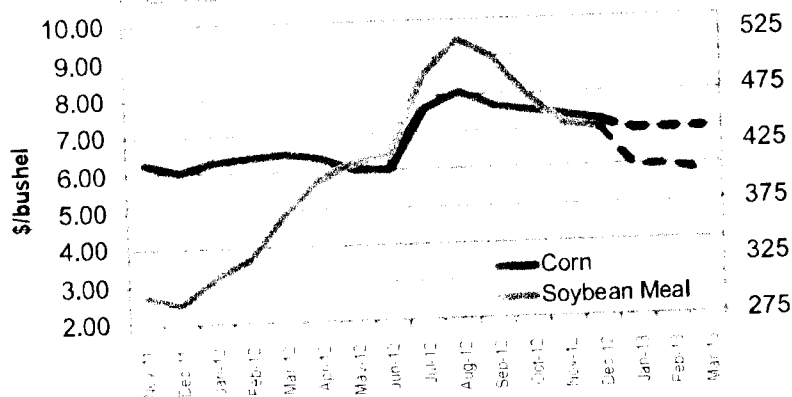
Raining, another drought, corn prices should remain steady through the summer. The U.S. season-ending corn supply is expected to reach rock-bottom levels, but South American crops will help meet world supply in the coming months. Assuming the U.S. can avoid another historic drought, the livestock industry is unlikely to cut back as producers hold on for more corn supplies and lower feed costs this fall. Corn supply will be snug but sufficient.

The U.S. soybean crop is the smallest in four years, and that, coupled with large exports, will make U.S. soybean supplies extremely tight and keep prices high until the fall harvest. The good news: the South American soybean crop is on track to be very large, which could ease soybean prices.

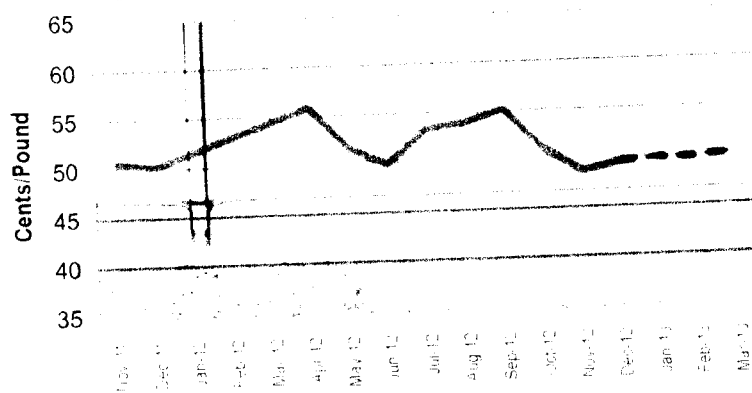
Hardworking Soybean Oil In Demand

Thanks to its value in both food and fuel production, soybean oil is always in demand. Although last summer's drought did not reduce U.S. soybean production as much as initially feared, tight supplies remain, and higher prices are anticipated this spring and summer. Exports continue to be large amid reduced South American supplies, and demand for U.S. biodiesel production remains strong having been reinforced with the 2012 biodiesel credit. South America anticipates a record soybean crop, and this could alleviate soybean oil supply and prices to some extent.

CORN & SOYBEAN MEAL
NEARBY FUTURES



SOYBEAN OIL NEARBY FUTURES



Wheat's Popularity Holds Prices Steady

Given the drought-induced shortages of corn, wheat was used heavily for animal feed and other non-food applications, leaving inventories even lower than expected. As a result, the USDA increased its feed and residual usage forecast for wheat for the current crop year by 35 million bushels. Currently, U.S. wheat supplies remain adequate, however given the expected tight supplies of U.S. corn through the summer, wheat will continue to increasingly find its way into non-food uses, keeping prices steady.

With Supply Rare, Beef Prices Heat Up

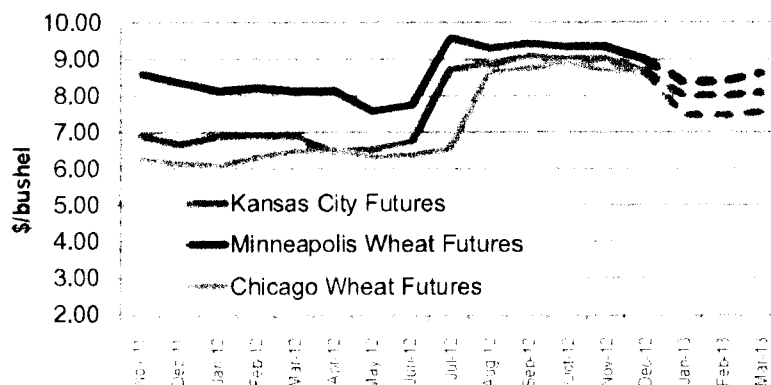
Two years of devastating drought and rapidly escalating feed costs have pared the nation's beef cow herd by 1.7% from two years ago. Part of the short-fall in domestic lean boneless beef production may be offset by larger imports, but price increases will accompany the decline in supply. After posting record highs in recent months, domestic 90% lean boneless beef may reach into the \$240 to \$250 range this spring, translating into sharply higher ground beef costs.



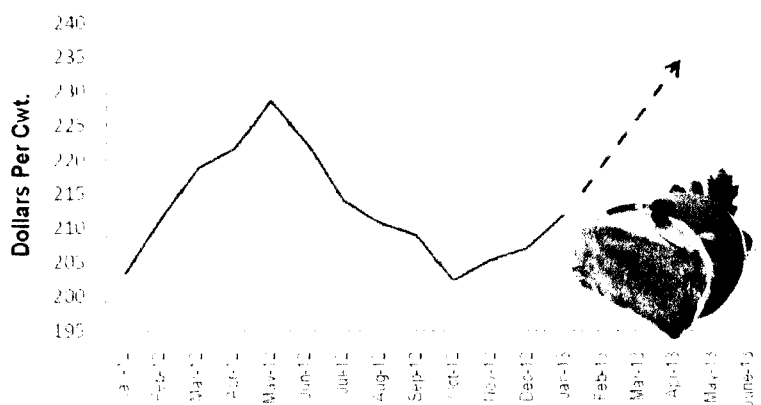
Prices Not Too High On The Hog

Hog and pork supplies will be larger than originally anticipated as the U.S. industry has avoided downsizing herds. As a result, prices are expected to be lower for both hogs and overall wholesale pork product values for calendar 2013. Currently, lean hog prices are in the mid \$80 area, and are expected to rise slightly from this level into early spring. A lean hog price in the \$88-89 area and a pork cutout in the \$90 area are expected for the second quarter.

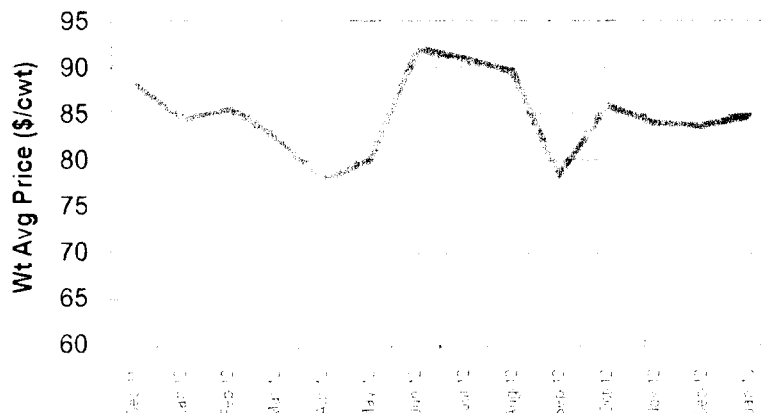
WHEAT PRICE



90% LEAN BONELESS BEEF



Wt Avg Price (\$/cwt)



Commodity Report

Chickens Plucky As Prices Rise

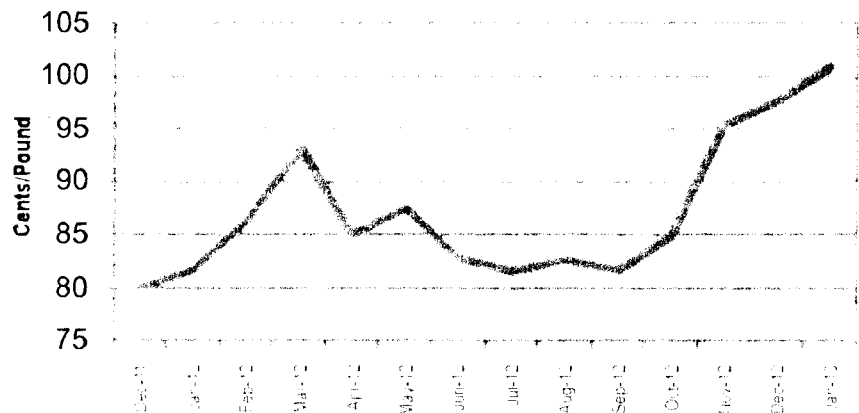
With families everywhere still struggling to make ends meet, the affordability of whole chickens has strengthened demand. This, coupled with retailers' willingness to promote whole chickens during the holiday season has pushed wholesale prices to a record high of more than \$1.00/lb. Even though domestic chicken production is expected to rebound this year, it won't do much to support whole bird supplies. Look for prices to increase further from year-ago levels.



CHICKENS



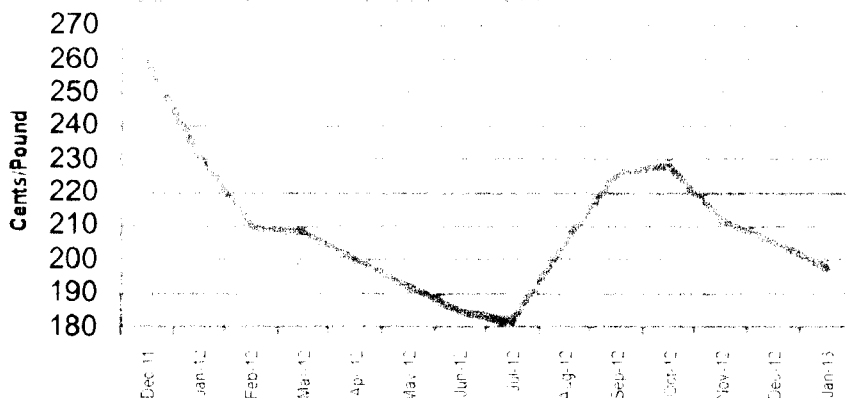
FEDIA NATIONAL WHOLE BROILER PRICE



Tom Turkey Is Steady Eddie In 2013

Turkey breast meat prices have gradually declined since last fall, pressured by sluggish interest from the top meat segment. Prices were down overall in 2012 from the previous year behind larger domestic turkey production and demand for deboning and value-added products. Turkey breast prices are expected to be roughly flat this year compared to last.

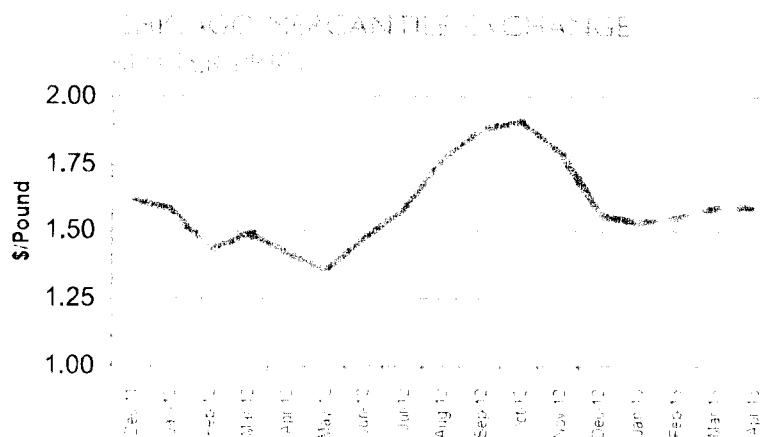
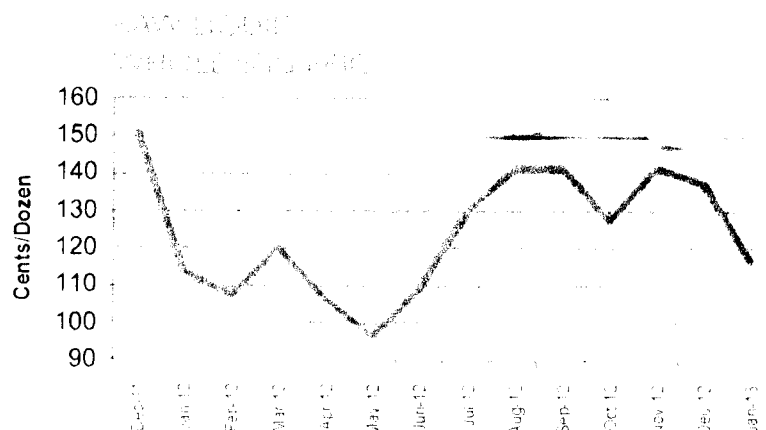
FEDIA BREAST TURKEY PRICE



TURKEY

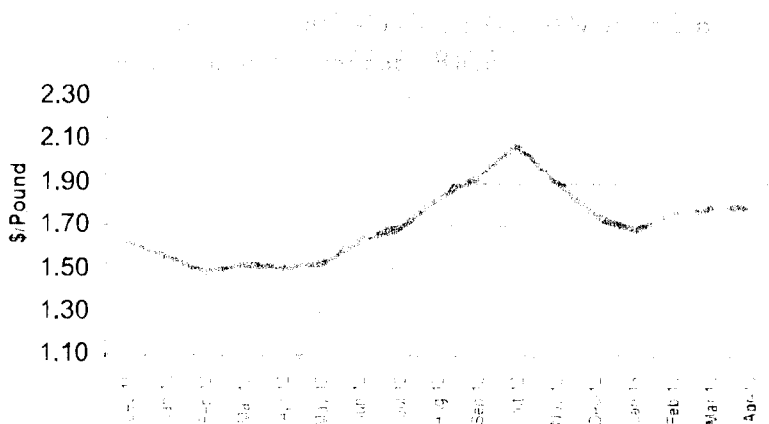
Edible Egg Remains Affordable

Last fall's holiday baking season kept large shell egg prices at more than \$1.40/dozen, but current large supplies, coupled with seasonally weaker demand, has forced the market back into the low \$1.20s. A boom in egg production last fall will keep supply high this winter, pointing to even lower prices heading into February. Prices will turn upward approaching Easter, but it's unlikely large shell eggs will go higher than \$1.30/dozen this spring.



Butter Begins To Sizzle

The falling butter price was welcome relief in 2012, but the trend has bottomed out and prices are starting to creep back up. Both butter and cream production have been heavier than expected, pushing the CME butter price as low as \$1.15 in early January. Large buyers have recognized that prices are most likely to be better later in the year and they've started loading up on cheap butter now. With prices down, production will slow, resulting in an upward trend — expected to reach \$1.20 by June.

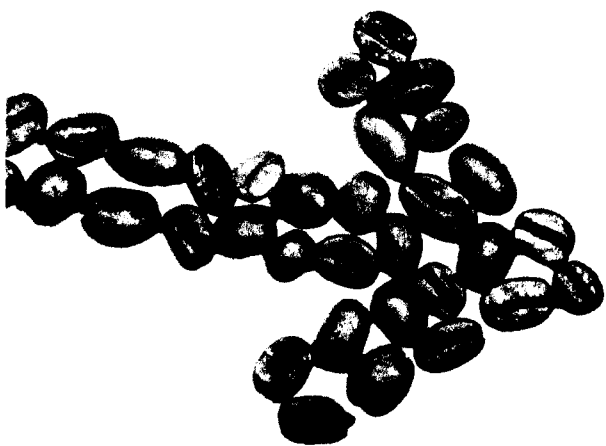


No Sharp Rise For Cheese

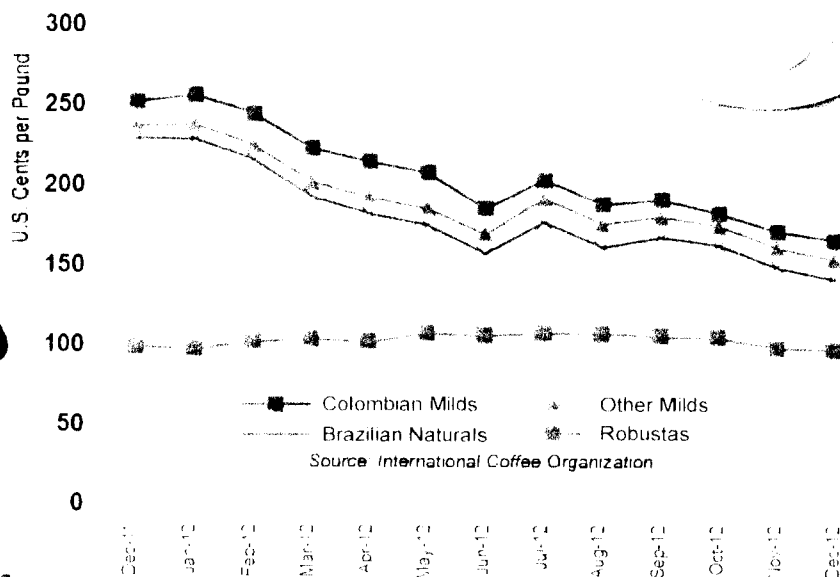
CHEESE prices remained in the \$1.65 to \$1.75 range during January, but prices are expected to trend higher — from \$1.70 to \$1.85 — from February into June. Demand weakens after the holidays which lowers prices, and in turn, lowers production. By the end of the first quarter, however, milk production should grow again, and rebounding export orders should help meet demand.

Java Drop Expected To Level Off

Weather has damaged many crops, but not coffee. The world-wide coffee market has done well, with a strong harvest expected in most places. Production is estimated to be 144.1 million bags, a 7.2% increase from the previous crop year. Consequently, coffee prices are falling, averaging a 30.5% price decrease on the year, although it's doubtful that the power brands will pass along savings. Consumer demand remains stable and is likely to increase in emerging markets, but with beginning stocks at the lowest level on record, the decreases aren't likely to continue and prices are expected to level off.

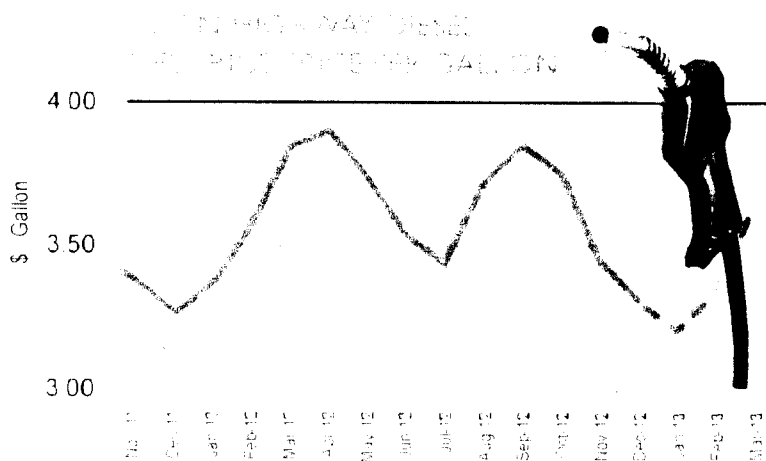


COFFEE PRICE BY VARIETY



Gasoline Roller Coaster Swings With The Seasons

The retail price of all gasoline formulations has slipped in recent months as the relatively slow economic growth in the U.S. has dampened prices. Gasoline prices are now at multi-year lows on a week basis and continue to show signs of weakening. Retail prices for regular gasoline fell in the last quarter of 2012, but only slipped a penny in January. Expect gasoline prices to increase seasonally through February and March.



Sources

- *Journal of Commerce*
- *Walter Barry*
- U.S. Department of Agriculture (USDA)
- American Petroleum Association
- U.S. Bureau of Labor Statistics
- Chicago Mercantile Exchange (CME)



Brunswick County Board of Commissioners
ACTION AGENDA ITEM
2013

113

TO: Marty K. Lawing, County Manager

ACTION ITEM #: V11-6

FROM: Debbie Barnes
Ext. # 2013

MEETING DATE: 4/15/2013

DATE SUBMITTED: 4/10/13

ISSUE/ACTION REQUESTED:

PUBLIC HEARING: ☐ YES ☒ NO

Recommend approval of pay grade proposal for full time Brunswick County positions.

BACKGROUND/PURPOSE OF REQUEST:

Brunswick County is currently in the midst of a pay study review. To ensure we have the appropriate pay grades aligned to positions, we have used the work and data performed by the consulting company, Evergreen Solutions. A pay study committee has performed a review of the pay grades using both market data and internal equity comparisons. Based on the review the committee is proposing these pay grades for the full time positions within Brunswick County. Once the pay grades positions have been agreed upon by the Board of Commissioners, then the consulting company will be able to provide the pay solution options for Commissioner review.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT/GRANT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES ☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☐ YES ☐ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY COUNTY ATTORNEY:

☐ YES ☐ NO ☒ N/A

ADVISORY BOARD RECOMMENDATION:

COUNTY MANAGER'S RECOMMENDATION:

REVIEW AND APPROVE PROPOSED PAY GRADES FOR THE
FULL-TIME BRUNSWICK COUNTY POSITIONS.

ATTACHMENTS:

1. Pay Grade Proposal

2. Proposed Pay Ranges with 8% movement
3. _____

ACTION OF THE BOARD OF COMMISSIONERS

APPROVED:

☐

ATTEST: CLERK TO THE BOARD

DENIED:

☐

DEFERRED

UNTIL:

SIGNATURE

OTHER:

PROPOSED GRADES (CURRENT +8%)

GRADE	MIN	MID	MAX	RANGE
55	\$19,481	\$25,326	\$31,171	60%
56	\$21,416	\$27,841	\$34,266	60%
57	\$23,352	\$30,357	\$37,363	60%
58	\$25,286	\$32,873	\$40,459	60%
59	\$27,221	\$35,388	\$43,555	60%
60	\$29,157	\$37,904	\$46,651	60%
61	\$31,092	\$40,419	\$49,747	60%
62	\$33,026	\$42,935	\$52,843	60%
63	\$34,962	\$45,451	\$55,940	60%
64	\$36,897	\$47,966	\$59,035	60%
65	\$38,832	\$50,481	\$62,131	60%
66	\$40,767	\$52,998	\$65,222	60%
67	\$42,702	\$55,513	\$68,324	60%
68	\$44,637	\$58,028	\$71,419	60%
69	\$46,572	\$60,544	\$74,516	60%
70	\$48,508	\$63,061	\$77,613	60%
71	\$50,444	\$65,577	\$80,709	60%
72	\$52,378	\$68,092	\$83,806	60%
73	\$54,313	\$70,607	\$86,902	60%
74	\$56,249	\$73,124	\$89,997	60%
75	\$58,183	\$75,639	\$93,094	60%
76	\$60,118	\$78,154	\$96,190	60%
77	\$62,042	\$80,655	\$99,268	60%
78	\$64,647	\$83,184	\$102,381	58%
79	\$65,923	\$85,700	\$105,477	60%
80	\$67,857	\$88,215	\$108,573	60%
81	\$69,793	\$90,731	\$111,669	60%
82	\$71,747	\$93,271	\$114,795	60%
83	\$73,756	\$95,883	\$118,010	60%
84	\$75,598	\$98,278	\$120,958	60%
85	\$77,563	\$100,833	\$124,103	60%
86	\$79,469	\$103,308	\$127,149	60%
87	\$81,403	\$105,825	\$130,246	60%
88	\$83,275	\$108,259	\$133,241	60%
89	\$85,275	\$110,857	\$136,440	60%
90	\$86,980	\$113,074	\$139,168	60%
91	\$88,720	\$115,335	\$141,952	60%
92	\$90,494	\$117,642	\$144,791	60%
93	\$93,014	\$120,919	\$148,824	60%
94	\$94,949	\$123,435	\$151,919	60%
95	\$96,885	\$125,951	\$155,016	60%
96	\$98,821	\$128,466	\$158,114	60%
97	\$100,755	\$130,981	\$161,208	60%
98	\$102,690	\$133,498	\$164,304	60%
99	\$104,625	\$136,013	\$167,400	60%
105	\$116,236	\$151,107	\$185,978	60%

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
BOARD APPOINTMENTS**

PLANNING BOARD

<u>Board Member</u>	<u>Appt. Date</u>	<u>Term</u>	<u>District</u>	<u>Exp. Date</u>
Bobby Long, Vice-Chair	07/11	3	1	08/01/2014
Alan C. Lewis, Chair	07/11	3	2	08/01/2014
James E. Graham	07/11	3	3	08/01/2014
Cynthia Henry	07/10	3	4	08/01/2013
Steve Candler	07/10	3	5	08/01/2013
Eric Dunham	07/11	3	at-large	08/01/2014
Denny Jordan (unexpired)	07/11	3	at-large	05/01/2013
Troy Price (unexpired)	07/11	3	alternate	05/01/2013

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
BOARD APPOINTMENTS**

BRUNSWICK-COLUMBUS INTERNATIONAL PARK INC.

	<u>Appt Date</u>	<u>Exp Date</u>
Don Hughes at-large	01/18/11	1/26/14
Zack Miller at-large	01/26/09 (resigned)	
Jim Bradshaw	Ec. Dev. Director	
Phil Norris	Chairman	